



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

01 February 2016

<b>Country</b>	Turkey
<b>Description of the Assignment</b>	Framework-Based Consultancy Services for “Foreign Trade Support Personnel” Training Program
<b>Portfolio</b>	Inclusive Sustainable Growth
<b>Project Name</b>	Mitigating the Impact of the Syrian Crisis on Southeast Anatolia Region
<b>Project No</b>	00095749
<b>Award ID</b>	00089648
<b>Period of Assignment/Services</b>	February 2016 – June 2016

Proposal should be submitted by email to [ic.proposal@undp.org.tr](mailto:ic.proposal@undp.org.tr) no later than **8 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

The projects of “Mitigating the Impact of the Syrian Crisis on Southeast Anatolia Region” and “Effective Urban Waste Management in Southeast Anatolia” have been prepared in the context of the strengthened recognition of the impact of the Syrian crisis on the hosting countries, the enduring nature of the crisis, and need to develop mitigating measures, where the economic impact is severe and negative. While the initial project is a short term intervention to immediately respond to capacity needs of local service providers, the project at hand aims to offer longer term solutions to address the coping capacities of local/central actors hence contribute to the stabilized livelihoods and improvement of basic living conditions for the most vulnerable households hosting Syrian populations and those living in close proximity of camps.

UNDP currently implements a project addressing the challenges faced by the host communities due to the Syrian crisis and its spillover effects. One of the main challenges identified is the lack of existing capacities of the Municipalities that host the Syrian influx to provide waste management services to the increased population living within the area of their mandate. UNDP plans to further expand and develop this initiative.

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

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

The scope of the work includes provision of “*Framework-Based Consultancy Services on Foreign Trade Support Personnel Training Program*” (the Assignment). The main responsibility of the Individual Consultant (IC) is to provide UNDP and other relevant partners with high caliber training services for the trainees whose applications were accepted by the consultant and the UNDP Project Team in Gaziantep.

The IC will work on a framework contract basis. Specific expectations from the IC will be articulated in the service requests to be made by UNDP during the course of the contract.

## **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 updated CV and P11 Form (Annex IV), 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**

### **1 BACKGROUND**

The project is prepared in support of vulnerable host communities affected from the ongoing Syrian crisis and influx of Syrian populations in provinces including Kilis, Gaziantep, and Şanlıurfa. It has been prepared in the context of the strengthened cooperation between EU, USPRM and UNDP in recognition of the economic impact of the Syrian crisis on the hosting countries, the enduring nature of the crisis, and need to develop mitigating measures, where the economic impact is severe and negative. The project at hand is a short-term project initiative, the objective being to immediately stabilize livelihoods for communities hosting Syrian populations through stabilized livelihoods and improvement of basic living conditions for the most vulnerable households hosting Syrian populations and those living in close proximity of camps.

Turkey currently hosts more than 1.9 million refugees, 1.7 of which reside outside of the camps, in urban settings. This situation creates additional pressure on the labor market, commodities market as well as the local actors providing public services. The initial assessments conducted during project formulation shows that the existing capacities of the local government authorities and municipalities are no longer sufficient to respond to the needs. In consultation with the government and partners,

### **2 OBJECTIVE AND SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

The ultimate purpose of this assignment is to promote the foreign trade skills of the Syrian refugees and the hosting communities in Gaziantep.

Within the scope of the present assignment, contemporary foreign trade practices will be taken into consideration. Present assignment will include providing the Foreign Trade Support Personnel Training (FTSPT). In order to achieve this objective, an Individual Consultant (IC) will be hired on a framework contract basis through this generic Terms of Reference and be requested to provide consultancy services and develop corresponding deliverables based on the specific service requests made to the IC by the UNDP during the course of the contract.

In order to ensure quality and efficiency of these activities, current assignment (“The Assignment” hereinafter) is formulated for utilization of relevant expertise in respective stages from developing and customizing the curriculum composed of; What is Foreign Trade, Import, Export, Customs Law, Payment Methods, Pricing in Foreign Trade, Incoterms, Exim bank and Credit Programs, Fairs and E-Trade; and holding this customized training for 5 days (40 hours) in the venue provided by Project Management Unit.

### 3 ACCRONYMS AND ABBREVIATIONS

Unless otherwise noted;

- *The Project* refers to Mitigating the Impact of Syrian Crisis on Host Communities in Southeast Anatolia Region
- *The Assignment* refers to the present Assignment
- *w/d* refers to working days
- *GAP RDA* refers to Southeast Anatolia Project Regional Development Administration
- *IC* refers to the Individual Consultant,
- *Region* refers to SEA Region
- *PMU* refer to the Project Management Unit
- *UNDP* refers to United Nations Development Programme Country Office in Turkey,
- *AFAD* refers to Disaster and Emergency Management Presidency

### 4 DUTIES AND RESPONSIBILITIES OF THE INDIVIDUAL CONSULTANT (IC)

UNDP will mobilize an individual consultant (IC) on a framework contract basis. The following duties and responsibilities are *indicative* and *subject to further detailing* through specific service requests to be made by UNDP during the course of the contract duration.

Within the scope of the Assignment; the IC is expected to provide consultancy services for the below listed generic activities:

- Development of the training module and customizing it for the need of target group.
- Customized the curriculum should composed of but not limited to;
  - What is Foreign Trade, Import, Export,
  - Customs Law,
  - Payment Methods,
  - Pricing in Foreign Trade,
  - Incoterms,
  - Exim bank and Credit Programs,
  - Fairs and E-Trade;
- Involving in the selection of trainees process
- Sharing the training materials, if required to be translated on time
- Prepare a post training report for the lessons learned and incorporate the findings in the following trainings. to get revised version curriculum
- Delivering “*Foreign Trade Support Personnel Training*”

If required by the UNDP, the IC could be requested to provide additional consultancy services on topics related to her/his expertise area for other activities of the Project, as well as other relevant projects such as the project on the Host communities.

### 5 DUTIES AND RESPONSIBILITIES OF THE UNDP

UNDP is not required to provide any physical facility for the work of the IC. However depending to the availability of physical facilities (e.g. working space, computer, printer, telephone lines, internet connection etc.) and at the discretion of the UNDP, such facilities may be provided at

the disposal of the IC. UNDP will facilitate meetings between the IC and other stakeholders, when needed.

## **6 DELIVERABLES**

The Assignment will include deliverables (see item 8), which will be defined in the specific service requests to be made by UNDP to the IC. The IC is required to submit countersigned Service Request Form in which Work Completion section was signed by the service requestor as the deliverable of each service.

## **7 REPORTING**

The IC will report to the Portfolio Manager under the direct supervision of the Project Manager of Mitigating the Impact of the Syrian Crisis on the Host communities and Effective Urban Waste Management in Southeast Anatolia for the completion of the tasks and duties at the UNDP in which the IC will be retained. The IC will work closely with the PMU at UNDP. All reports should be submitted in Turkish or English. UNDP may request executive summaries of some select deliverables in English. In case of a need, translation costs of executive summaries of some select deliverables will not be borne by the Project.

## **8 QUALITY ASSURANCE MECHANISMT**

The quality assurance during trainings will be overviewed and assessed by the UNDP contracted staff who is responsible for ensuring smooth implementation of the activities located in Gaziantep. The quality assurance during contract implementation phase will be reviewed and approved by UNDP staff with the following mechanisms:

- i. UNDP Project Manager will oversee the execution of the contract and compliance with the contract conditions.
- ii. UNDP shall effect payment to the Contractor on output basis only after submission and approval of the outputs by UNDP.
- iii. The approval of the deliverables prepared by the Consultant(s) will made by UNDP. (The deliverables will be reviewed and approved by the Project Manager and the Portfolio Manager.)
- iv. The required qualifications and competencies of the ICs' which are indicated in ToR constitute solid basis for receiving of good quality training. The qualification of the ICs' is also ensured upon reference checks.
- v. The final approval for the trainings will be given by the Portfolio Manager.

## **9 ESTIMATED INPUTS BY THE INDIVIDUAL CONSULTANT (IC)**

The IC is expected to invest maximum 5 trainings for the Syrian Refugees. The duration of the training should be customized for 5 days (40 hours). The language of the trainings will be Turkish. In case of a need Translator will assist to the IC:

#	Description	Indicative Deadline	Duration of the Training	Payment Terms
1	Task-1 Training No:1	29 February 2016	5 days (40 hours)	Upon satisfactorily completion and approval of training %20
2	Task-2 Training No:2	30 March 2016	5 days (40 hours)	Upon satisfactorily completion and approval of training %20
3	Task-3 Training No:3	30 April 2016	5 days (40 hours)	Upon satisfactorily completion and approval of training %20
4	Task-4 Training No:4	30 May 2016	5 days (40 hours)	Upon satisfactorily completion and approval of training %20
5	Task-5 Training No:5	30 June 2016	5 days (40 hours)	Upon satisfactorily completion and approval of training %20
TOTAL			Max. 25 days (max. 200hrs)	% 100

## 10 REQUIRED QUALIFICATIONS

The required qualifications and/or experience are presented below:

### *General Qualifications*

- University degree in Engineering, Economics, Business Administration, Natural Sciences or any other relevant degree
- **Asset:** Advance degrees in relevant field.
- Proficient in Turkish,
- **Asset:** Proficient in English,
- Advanced computer skills in using applications, such as word processors, spreadsheets etc.

### *Professional Experience*

- Minimum 10 years of professional experience is required.
- **Asset:** Professional experience of more than 10 years.

### *Specific Experience<sup>1</sup>*

- Conducted minimum three Foreign Trade Trainings,
- **Asset:** Developing Foreign Trade Trainings module.

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<sup>1</sup> Supporting documentation may be requested.

## 11 TIMING AND DURATION

The Assignment is expected to be launched in February 2016 and be completed by the end of June 2016.

## 12 PLACE OF WORK

Place of work for the assignment is Gaziantep.

## 13 CONTRACTING

Contracting Authority for this Assignment is UNDP, and the contract amount will be provided through UNDP. The Individual Contractor will be hired under a Contract for The Services of an Individual Contractor. The contract to be signed between UNDP and successful candidate(s) will **not** entail a financial commitment from UNDP. UNDP's financial commitment will be established on an *ad-hoc* basis every time as services are officially requested by UNDP.

## 14 PAYMENTS

The Individual Contractor will be hired under an Individual Contract and be paid in TRY on an output basis upon completion of all corresponding requirements of the Terms of Reference. UNDP's financial commitment will be established on an ad-hoc basis every time as services are officially requested by the UNDP. The contract to be signed between the UNDP and successful candidate will not entail a financial commitment from UNDP. Payment terms and conditions will be specified in the specific service requests. Payment terms and conditions along with the number of trainings (indicated in the contract) and number of days invested (***not to exceed maximum number of hours/days in the service request***) will be the basis of payment to the IC. The payment conditions indicated herein represents estimated working days to be invested for the particular Activities. The payment will be realized upon submission and approval of the relevant reports/deliverables/outputs 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. Payments will be made against submission of the deliverable(s) in the specific service requests by the IC and approval of such deliverables by UNDP. Travel and accommodation arrangements will be made by the Project and related costs will be borne by the Project<sup>2</sup>.

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<sup>2</sup> Travel and accommodation costs for assignment-related travels outside of the duty station will not be borne by UNDP.



## 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 **output based fees**, which will be multiplied by the number of outputs 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 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 trainings to be invested and reported (through timesheets) by the consultant for 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 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

**To:** United Nations Development Programme

**Ref:** Framework-based consultancy services on Foreign Trade Support Personnel Training Program

**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.

**My consultancy fee rate per education module (40 hours) is:**  **Turkish Lira**

Offered Price For One Education module (TRY) A	Number of Trainings to be Conducted B	Total Offered Price (TRY) C=AxB
	5 Trainings	

I understand that

- My fee rate will be multiplied by the applicable number of units to establish the contract amount.
- My services will be received *on a framework basis* and that signature of a contract would *not* establish a financial commitment from UNDP.
- A financial commitment from UNDP will only be established at the time of service request and only for *the number of maximum training modules* indicated in the service request,
- The number of training modules indicated in the service requests, allocated for each payment/deliverable is the *maximum* number, and I agree to fulfill/deliver the relevant activities/deliverables at most within those maximum amounts of working/days.

I 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: