



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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12.04.2016

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**Country:** Turkey

**Description of the Assignment:** Demining Consultant(s) on Survey of Minefields  
Ref:SMF-2016

**Related Project Names:** Technical Assistance for Socioeconomic Development  
through Demining and Increasing the Border  
Surveillance Capacity at the Eastern Borders of Turkey  
Phase II

**Period of Assignment/Services:** April 2016- June 2016

Proposal should be submitted by email to [ic.proposal@undp.org.tr](mailto:ic.proposal@undp.org.tr) no later than 22 April 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:

- A one-page Letter of Interest, explaining why they are the most suitable for the work

- Financial Proposal (please see section 5, below and Annex II)
- Personal CV (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
<b><u>Technical</u></b>	<b>70%</b>	<b>100 pts</b>
General Qualifications	14%	20 pts
General Professional Experience	21%	30 pts
Specific Professional Experience	35%	50 pts
<b><u>Financial</u></b>	<b>30%</b>	<b>100 pts</b>

## 7 Payments

The Consultant(s) will be hired under an Individual Contract and be paid on the basis of the submission of deliverables detailed in Annex 1 Terms of Reference upon acceptance and approval of the deliverables by UNDP. Without submission and approval (by the UNDP) of the deliverables, the Consultant(s) shall not be entitled to receive any payment from the Project even if he/she invests time in the assignment.

The amount paid shall be gross and inclusive of all associated costs such as social security, pension and income tax. Accommodation (bed and breakfast), intercity transportation, ground/local transportation in Ankara, Hakkari and Van will be arranged and borne by UNDP in line with corporate rules, safety and security regulations. In case the Consultant(s) resides outside of these provinces, economy class travel to/from the duty station will be arranged and borne by UNDP. Living expenses (excl. Bed and breakfast accommodation) in the Ankara, Hakkari and Van will be borne by the Consultant(s) and must be included in the price proposal.

The Consultant(s) will be paid in TRY in case s/he is Turkish national otherwise in USD upon submission of the deliverables as detailed above. The price proposal will be given in USD. The rate of exchange shall be the official rate applied by the United Nations on the day the UNDP instructs its bank to effect the payment(s).

## 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
- Annex3: General Conditions of Contract for Individual Consultant(s)

Annex 1 - Terms of Reference (ToR)

**DEMINING CONSULTANT(S) ON SURVEY OF MINEFIELDS**

**Socio-economic development through demining and increasing the Border Surveillance Capacity at the Eastern Borders of Turkey-Phase II**

**1 Background and Context**

Border management is regarded as one of the utmost priority areas of the EU Accession process for Turkey. After the membership to the EU, as Turkey's eastern borders will become the external borders of the Union, management of a comprehensive border security and its implementation constitutes a vital subject. However, management of the eastern borders is not an easy task due to geographical and climate conditions in that region. Moreover, the region constitutes an important issue in terms of being the illegal crossing route and in order to provide border security in this region, landmines had been used mostly to prevent illegal border crossings, smuggling activities or for security challenges. For the time being, these land mines constitute a very serious threat for border management in the region.

The landmines are generally located in border areas mainly along the Armenian, Nakhcevan, Iranian, Iraq and Syrian Borders. Under the current circumstances, in addition to the humanitarian concerns, these landmines limit the operational capacity of Turkey in the border areas. They prevent the establishment of good functioning border surveillance systems and as a result lead to a decrease in the efficiency in the fight against illegal movements, cross-border crimes and smuggling. For these reasons, demining is evaluated as an indispensable part of the border management reforms. Turkey aims to have these landmines cleared to provide a more secure and humane way of protecting the borders by means of technologically supported border surveillance systems and achieve the targets set out by European Union for a good functioning border management system.

Within this framework and the ultimate objective of contributing to the social and economic development through demining and secured borders in Eastern Turkey, the project ***"Socio-economic development through demining and increasing the Border Surveillance Capacity at the Eastern Borders of Turkey-Phase II"*** was signed and started as of 18 December 2016.

The expected results of the project include, namely:

- Demining the border regions of Van-Hakkari is completed,
- Demined areas are certified in compliance with the international and applicable Turkish mine action standards

The Ministry of National Defence (National Mine Action Centre - NMAC), the Turkish General Staff (Land Forces Command), and the Ministry of Interior- General Directorate of Provincial Administrations (Border Management Department) are the main beneficiaries of

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the Project. UNDP provides technical assistance for efficient and effective implementation of the Project through the Grant Contract signed by the CFCU (Central Finance and Contracts Unit) and UNDP and endorsed by the Delegation of the European Union to Turkey (EUD).

This Terms of Reference is for a Demining Consultant(s), who will support UNDP during the preparatory work of the referred project by conducting a general survey of the minefields covered by the project and technical advice for the development and evaluation of tenders for mine clearance.

### 2. Objectives

General and specific objectives of the assignment are to provide strategic advice for the implementation of demining in the Phase II Project in terms of surveying the field and determining the needs for clearance.

### 3. Scope & Required Field of Specialization

Under the overall supervision of the Deputy Resident Representative and the UNDP Chief Technical Advisor for Mine Action in Turkey, the Demining Consultant(s) is expected to provide expertise in execution of the survey of the minefields along the external borders of Hakkari and Van under the Demining Phase II Project in order to determine the exact needs for launching the operations and procurement of mine clearance service provider(s). The Consultant(s) is expected to work in close collaboration with the operations, programme and project teams in the CO and NMAC.

In specific terms, the Demining Consultant(s) will be responsible for:

1. Conducting project analysis including survey of minefields to decide the following:
  - Definition of tender lots/areas for commercial demining
  - Duration for clearance operations and estimated costs

### 4. Timing, Duration and Place of Work

The Assignment is to start in April 2016 and be completed in June 2016. The table below outlines the number of working days that are allocated to the Demining Consultant(s) to carry out the assignment. The Assignment is planned to be launched on 20<sup>th</sup> April 2016 and be completed by 1 June 2016.

Place of work/duty station include Ankara, Hakkari and Van provinces.

Activity and Timing	Demining Consultant(s)
Conduct project analysis including survey of minefields	26 w/d Ankara / Field Subject to demining
Contingency	10 w/d Ankara / Field Subject to demining
<b>Total Days Allocated for the Assignment</b>	<b>36</b>

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### 5. Services and Facilities to be provided by UNDP

UNDP will provide project documents and background information. The meetings planned for the assignment will be organized by the project.

The travel and transportation to the field will be arranged by UNDP. Relevant permissions for access to the minefields will be facilitated through NMAC.

### 6. Deliverables and Payments

The Consultant(s) will be hired under an Individual Contract and be paid on the basis of the number of days invested for the deliverable upon acceptance and approval of the deliverable by UNDP. The incumbent shall prepare a timesheet that indicates the number of days invested for the deliverable for acceptance and approval of UNDP. Without submission and approval (by the UNDP) of the deliverable, the Consultant(s) shall not be entitled to receive any payment from the Project even if he/she invests time in the assignment.

The payments schedule against deliverables for Demining Consultant(s) is set out in the table below.

Deliverables	Payment Conditions
<b>Demining Consultant(s)</b>	
<p>Submission of a survey report of the minefields including the following information:</p> <ul style="list-style-type: none"><li>• Definition of task lots for mine action operations including number of minefields per task lot.</li><li>• All minefield locations confirmed from existing data/records.</li><li>• Additional tasks identified including unregistered or dummy minefields requiring additional non-technical or technical survey.</li><li>• Geographical location of each minefield by Province, nearest local community and coordinates for benchmark/geographical reference point.</li><li>• Images of the estimated location of the mined areas when possible, including photos of the benchmark/geographical reference point.</li><li>• Estimated number of landmines per minefield and Task Lot.</li><li>• Estimated total size of each minefield in square meters and estimated total size per task lot in square meters.</li><li>• General information on altitude, soil type, density of vegetation and accessibility for each minefield.</li><li>• General information on weather and climatic conditions per task lot with recommendation for optimal demining season.</li></ul>	26 working days of the contracted amount*

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<ul style="list-style-type: none"><li>• Identification of any additional challenges for mine clearance of the minefields including access to the minefield, inclination of the terrain and or security concerns.</li><li>• Recommendations for the definition of Suspected Hazard Areas (SHA) vs Confirmed Hazard Areas (CHA) per estimated size of the minefield as recommended by International Mine Action Standards.</li><li>• Recommendations for further non-technical or technical action per minefield, including, where appropriate, details of recommended asset types and methodologies.</li></ul>	
Contingency	10 w/d*

\*The payment conditions indicated herein represents the maximum amount to be paid and will be based on the actual number of working days invested for the development of the deliverable. The total working days dedicated to the assignment shall not exceed 36 days

Accommodation (bed and breakfast), intercity transportation, ground/local transportation in Ankara, Hakkari and Van will be arranged and borne by UNDP in line with corporate rules, safety and security regulations. In case the Consultant(s) resides outside of these provinces, economy class travel to/from the duty station will be arranged and borne by UNDP. Living expenses (excl. Bed and breakfast accommodation) in the Ankara, Hakkari and Van will be borne by the Consultant(s) and must be included in the price proposal.

### 7. Required Qualifications

#### Education:

S/he shall have an advanced (masters and higher) degree in International Relations, Development Studies, Engineering or other related field; or Bachelor's plus 2 extra years of relevant experience.

#### General professional experience:

1. S/he should have a minimum of six (6) years professional experience, including at least 3 years of operational experience in mine action
2. S/he shall have proven experience in working with senior government personnel and commercial contractors in the area of demining.

#### Specific professional experience:

1. The Demining Consultant(s) shall have experience in tender preparation processes
2. Must have a sound knowledge of international Mine Action Standards (IMAS)
3. Must have knowledge with Geographical Information System (GIS)
4. Working experience in Turkish General Staff is an asset.
5. Previous clearance or ability to meet all requirements for security clearance granted by the Turkish Government would be an asset.

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### Language Requirements:

Full proficiency in English. Proficiency or knowledge of some Turkish would be an asset.

### Competencies

- Corporate Competencies:
  - Demonstrates integrity by modeling the UN's values and ethical standards
  - Promotes the vision, mission, and strategic goals of UNDP
  - Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
  - Treats all people fairly without favoritism
- Functional Competencies:
  - Demonstrate management and development expertise;
  - Work to achieve the strategic goals of UNDP and promotes the vision, mission and values of UNDP
  - Focus on results and client satisfaction
  - Recognize and respond appropriately to the ideas, interests and concerns of others; contribute creative solutions to address challenging situations
  - Seek, apply and share knowledge and information
  - Demonstrate strong analytical and communication (written, verbal, and interpersonal) skills
  - Demonstrate strong inter-personal and negotiation skills Demonstrate strong ability to work in harmony with staff members of different cultural backgrounds in a professional manner, especially in a mutually-supportive team environment.

## Annex II: Price Proposal Guideline and Template

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

- 1) You are asked to propose your professional daily fee rate, for the deliverables indicated in Terms of Reference
- 2) The fee rate should be indicated in United States Dollar (USD).
- 3) The fee rate should be indicated in gross terms and hence should be inclusive of costs related to tax, social security premium, pension, visa (if needed) etc.
- 4) UNDP will not make any further clarification on costs related to tax, social security premium, pension, visa etc. It is the applicants' responsibility to make necessary inquiries on these matters.
- 5) Accommodation (bed and breakfast), intercity transportation, ground/local transportation in Ankara, Hakkari and Van will be arranged and borne by UNDP in line with corporate rules, safety and security regulations. In case the Consultant(s) resides outside of these provinces, economy class travel to/from the duty station will be arranged and borne by UNDP. Other living expenses (excl. bed and breakfast accommodation) in the Ankara, Hakkari and Van will be borne by the Consultant(s) and must be included in the price proposal.
- 6) Travel related costs outside of duty station will be borne by UNDP.
- 7) Once proposed and accepted, **the fee rate cannot be changed.**
- 8) Please (a) copy the below text into a word processor, (b) indicate your daily fee rate as explained above, (c) do not change any part of the standard text (changing the standard text may lead to disqualification), (d) sign the document, (e) scan the signed version of the price proposal, and (f) send it as an attachment back to UNDP by replying to this email.

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## Price Proposal Submission Form for ICs

**To:** United Nations Development Programme

**Ref:** Demining Consultant(s) on Survey of Minefields

Dear Sir / Madam,

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

I have reviewed the Procurement Notice and attachments thereto, and I agree to provide the duties and responsibilities of the individual Consultant(s) (Section 3 of the Terms of Reference), listed therein, within the deliverables (Section 6 of the Terms of Reference), indicated also therein.

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

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

\_\_\_\_\_ USD

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

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

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

[Signature]

Date:

Name:

Address:

Telephone/Fax:

Email: