



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 19 August 2016

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**Country: Turkey**

**Description of the assignment: Local Expert on Integrity Planning for Eskişehir Municipality (REF: LE-IPEM-01-2016)**

**Period of assignment/services: 5 September 2016 – 30 June 2017**

Proposal should be emailed to [tr.ic.proposal@undp.org](mailto:tr.ic.proposal@undp.org) no later than **26 August 2016**.

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. **Only successful candidate will be contacted.**

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### 1. BACKGROUND

Please see Annex 1(Terms of Reference).
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### 2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

Please see Annex 1(Terms of Reference).
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### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Please see Annex 1(Terms of Reference).
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#### 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- **Cover letter** explaining why you are the most suitable candidate for the advertised position and 2 page paper on possible structure, agenda, tools and objectives of the introductory 1.5 workshop with the municipality of Eskisehir). Please paste the letter into the "Resume and Motivation" section of the electronic application.
- **Filled P11** form including past experience in similar projects and contact details of referees (blank form can be downloaded from [http://europeandcis.undp.org/files/hrforms/P11\\_modified\\_for\\_SCs\\_and\\_ICs.doc](http://europeandcis.undp.org/files/hrforms/P11_modified_for_SCs_and_ICs.doc) ); please upload the P11 instead of your CV.
- **Price Proposal Form** - including number of anticipated working days, travel, per diems and any other possible costs).
- **Incomplete applications will not be considered.** Please make sure you have provided all requested materials

#### 5. PRICE PROPOSAL

The interested individual consultants must submit their price proposals by following the guidance and the standard template provided in Annex II. Any deviation from the standard text may lead to disqualification.

Price proposal is all-inclusive and shall take into account various expenses incurred by the consultant/contractor during the contract period (e.g. fee, health insurance, vaccination, personal security needs and any other relevant expenses related to the performance of services). All envisaged travel costs must be included in the price proposal. This includes all travel to join duty station/repatriation travel.

## 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 price proposal is 30%.

The award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical (P11 desk reviews) and financial criteria specific to the solicitation.

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.

Technical Criteria - 70% of total evaluation – max. 70 points:

- Proven familiarity and understanding of the UNDP anti-corruption methodology; **CRITERIA A – 20 points**
- 3 years of experience working on anti-corruption or local governance, with strong preference for the individuals having experience on anti-corruption at the local level; **CRITERIA B – 20 points**
- Fluency in Turkish and English; **CRITERIA C – 10 points**
- Experience in facilitating trainings and workshops, experience delivering trainings and workshop with local governments an advantage. **CRITERIA D – 20 points**

Financial Criteria - 30% of total evaluation – max. 30 points

## ANNEX

### ANNEX 1- TERMS OF REFERENCES (ToR)

### ANNEX 2- PRICE PROPOSAL FORM

## Annex-1- Terms of Reference (ToR)

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### Local Expert on Integrity Planning for Eskişehir Municipality (REF: LE-IPEM-01-2016)

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#### 1. Background

Municipalities have been perceived as particularly vulnerable to corruption due to their tight networks of power as well as their central role in delivering basic and licensing services. Yet municipalities are also the primary interface between citizen and elected representatives, and as such represent a formidable opportunity for trust-building and participatory activities.

The UNDP Istanbul Regional Hub (IRH), with key partners in the region, has been promoting the implementation of an innovative and practical Anti- corruption Methodology, which has already been applied in more than 10 Southeastern European countries<sup>1</sup> and 20 local governments, and gained international recognition through an UN Public Service Award<sup>2</sup>.

In order to respond to similar demands from Turkey, the methodology need to be adapted to the local context, key material to be translated and tools to be selected to facilitate the corruption diagnosis and action plan. The adapted methodology will then be implemented as a pilot in the municipality of Eskişehir, which has expressed interest in conducting such methodology.

#### 2. Description of Responsibilities

Within the scope of the Project, the consultant is expected to deliver the following outputs:

- Produce a slightly revised anti-corruption methodology of the IRH as explained above and timeline in coordination with UNDP and the municipality of Eskişehir. More specifically, the consultant will be expected to produce the following:
  - a) revised methodology including detailed lists of tools to be used and formats of products delivered respecting the principles of the FPD-L-UNDP approach;
  - b) detailed timeline of the implementation of the methodology
  - c) detailed agenda of each of the municipality intervention (including tools and objectives of individual sessions);
- Prepare and deliver a workshop, including a detailed report for a one and a half day workshop in coordination with UNDP to introduce the methodology concepts and workplan to the municipality of Eskişehir; one workshop and one report (2 pages max focusing on response and commitments from municipality). **To be completed by September 30<sup>th</sup>, 2016;**
- Prepare and deliver a two days workshop, and produce a detailed report of the said workshop including description of participative approach, identification of key risk vulnerabilities with municipality employees and agreed timeline for production of Anti-Corruption Diagnosis report. **To be completed by November 15<sup>th</sup>, 2016;**

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<sup>1</sup> Albania, BiH, Croatia, Georgia, Kosovo, Macedonia, Moldova, Montenegro, Poland, Romania. Serbia

<sup>2</sup> In 2011, Craiova/Romania and Martin Slovakia applying this methodology, receive UN Public Service Awards under the anti-corruption category

- Adapt, Translate and Finalize a synthetic report on key corruption vulnerabilities identified within the survey, workshop and any additional data collection activity; Anti-Corruption Diagnosis Report (10 pages max) **completed by December 30<sup>th</sup>, 2016.**
- Prepare and deliver a two-day workshop, and produce a detailed report for the workshop to present the final Diagnosis report and facilitate participative identification of solutions from the municipality; Workshop and solution report (10 pages max) completed **by 30<sup>th</sup> January, 2017.**
- Facilitate the process of Anti-Corruption Action Plan Drafting and Identifying need for ad-hoc additional expertise and support the municipality in sourcing solutions on key vulnerabilities identified; draft recommendations including specific topic and focus of required support and potential sources for technical advices (to be included as annexes (2pages max) to the Action Plan Draft). (potential additional trips to Eskisehir to facilitate this process). First Draft of Action Plan **by 28<sup>th</sup> February 2017;**
- Review, translate, provide feedback and finalize the Action Plan drafted by the municipality; Feedback provided on **first draft by March 15<sup>th</sup>, 2016**, final draft produced **by March 30<sup>th</sup>, 2016;**
- Facilitate a one day workshop and produce a report on presenting and getting endorsement from the municipality of the Anti-Corruption Action Plan; workshop and report completed **by the 15<sup>th</sup> of April 2016.**

### 3. Deliverables and Payment Schedule

No.	Deliverable	Duty Station	Target Date	No. of days to be invested (estimated)	Payment*
1	Revised methodology and timeline in coordination with UNDP and the municipality of Eskisehir	Home Based	10.09.2016	2	n/a
2	First Workshop in coordination with UNDP to introduce the methodology concepts and work plan to the municipality of Eskisehir and Workshop Report No:1	Eskişehir/ Home based	30.09.2016	4	n/a
3	Second Workshop and a detailed Workshop Report No.2	Eskişehir/ Home based	15.11.2016	4	n/a
4	Anti-Corruption Diagnosis Report	Home Based	30.12.2016	4	n/a
5	Third Workshop and a Solution Report	Eskişehir/ Home Based	30.01.2017	4	60 %
6	First Draft of Anti-Corruption Action Plan	Eskişehir/ Home Based	28.02.2017	4	n/a

7	Second Draft of Anti-Corruption Action Plan	Eskişehir/ Home Based	30.03.2017	4	n/a
8	Final Workshop and Final Anti-Corruption Action Plan	Eskişehir / Home Based	15.04.2017	4	40%
Total working days**				30	100 %

\* The payment conditions indicated herein represents estimated working days to be invested for the particular activities.60% of the payment will be made upon delivery of Third Workshop and submission of the Solution Report. The remaining 40 % of the payment will be made upon delivery of the Final Workshop and submission of the Final Anti-Corruption Action Plan.

\*\*The total working days might be lower than 30 days but cannot exceed 30days.

### **Reporting Line**

The consultant will be responsible to Human Rights and Rule of Law Portfolio Manager.

### **Reporting Language**

The reporting language is English.

### **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.

## **4. Duration of the Work**

Contract Start Date: **5 September 2016**

Contract Completion Date: **30 June 2017**

Total expected w/d to be invested: **30 days**

## **5. Duty Station**

Contractor's duty station/location for the contract duration is home-based with anticipated six (6) missions to Eskişehir, Turkey.

In case of need additional travels that were unforeseen in the ToR, travel and accommodation costs for assignment-related travels outside of the duty station will be borne by UNDP and/or reimbursed upon submission of receipts, invoices of the expenses of IC and approval of UNDP which will be subject to limitations as per UN DSA rates.

## 6. Competencies

- Strong interpersonal skills, communication and diplomatic skills, ability to work in a team
- Openness to change and ability to receive/integrate feedback
- Strong analytical, reporting and writing abilities
- Excellent public speaking and presentation skills

## 7. Qualifications

- Proven familiarity and understanding of the UNDP anti-corruption methodology;
- 3 years of experience working on anti-corruption or local governance, with strong preference for the individuals having experience on anti-corruption at the local level;
- Fluency in Turkish and English
- Experience in facilitating trainings and workshops, experience delivering trainings and workshop with local governments an advantage.

### Academic Qualifications/Education:

PhD in Social Sciences, with Academic experience in anti-corruption and local governance.

### Experience:

Min. 10 years of professional experience in the field of governance (either in development of academic sector).

### Language skills:

Excellent writing, editing, and oral communication skills in English and Turkish.

## 8. Terms and Payment

The short-term expert will be hired under an Individual Contract (IC) or a Reimbursable Loan Agreement and be paid in TL upon submission and approval of the all deliverables listed above. Payments will be made only upon confirmation of UNDP on delivering on the contract obligations in a satisfactory manner.

The amount paid shall be gross and inclusive of all associated costs such as social security, pension and income tax. Duty station of the expert will be home based.

Payments will be made within 30 days upon the approval of the corresponding deliverable and UNDP Certificate of Payment Form irrespective the number of days invested by the consultant for this particular deliverable.

If the deliverables are not produced and delivered by the consultant to the satisfaction of UNDP, no payment will be made even if the consultant has invested working/days to produce and deliver such deliverables.

- **Contracting Authority**

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

- **Contracting Modality**

IC – Individual Contract of UNDP

Or

RLA- Reimbursable Loan Agreement

- **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.

## 9. Evaluation of Applicants

Individual consultants will be evaluated based on a cumulative analysis **taking into consideration the combination of the applicants' qualifications and price proposal.**

The award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical (P11 desk reviews) and financial criteria specific to the solicitation.

Technical Criteria - 70% of total evaluation – max. 70 points:

- Proven familiarity and understanding of the UNDP anti-corruption methodology; **CRITERIA A – 20 points**
- 3 years of experience working on anti-corruption or local governance, with strong preference for the individuals having experience on anti-corruption at the local level; **CRITERIA B – 20 points**
- Fluency in Turkish and English; **CRITERIA C – 10 points**
- Experience in facilitating trainings and workshops, experience delivering trainings and workshop with local governments an advantage. **CRITERIA D – 20 points**

Financial Criteria - 30% of total evaluation – max. 30 points

## 10. Application Procedures

Qualified candidates are requested to apply online via UNDP website. The application should contain:

- **Cover letter** explaining why you are the most suitable candidate for the advertised position and 2 page paper on possible structure, agenda, tools and objectives of the introductory 1.5 workshop with the municipality of Eskisehir). Please paste the letter into the "Resume and Motivation" section of the electronic application.



- **Filled P11 Form** including past experience in similar projects and contact details of referees (blank form can be downloaded from [http://europeandcis.undp.org/files/hrforms/P11\\_modified\\_for\\_SCs\\_and\\_ICs.doc](http://europeandcis.undp.org/files/hrforms/P11_modified_for_SCs_and_ICs.doc)); please upload the P11 instead of your CV.
- **Price Proposal Form** - including number of anticipated working days, travel, per diems and any other possible costs.
- **Incomplete applications will not be considered.** Please make sure you have provided all requested materials.

*\*Please note that the **price proposal is all-inclusive** and shall take into account various expenses incurred by the consultant/contractor during the contract period (e.g. fee, health insurance, vaccination, personal security needs and any other relevant expenses related to the performance of services). All envisaged **travel costs** must be included in the price proposal. This includes all travel to join duty station/repatriation travel.*

### 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.
- Experience gained prior to completion of undergraduate studies is not considered professional experience.
- Individual Consultants are responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director. Consultants are also required to comply with the UN security directives set forth under [dss.un.org](http://dss.un.org)
- General Terms and conditions as well as other related documents can be found under: <http://on.undp.org/t7fJs>.
- Qualified women and members of minorities are encouraged to apply.
- Due to large number of applications we receive, we are able to inform only the successful candidates about the outcome or status of the selection process.

## Annex II: Price Proposal Guideline and Template

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

- You are asked to propose your professional **daily fee rate**, which will be multiplied by the number of working/days indicated in the Terms of Reference to establish the **total contract amount**.
- The fee rate should be indicated in Turkish Liras (TL).
- 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 by the consultant for fulfillment/delivery of corresponding activities/deliverables. The number of working/days to be reported by the consultant cannot be more than the number of working/days allocated for the fulfillment/delivery of corresponding activities/deliverables.
- Price proposal is all-inclusive and shall take into account various expenses incurred by the consultant/contractor during the contract period (e.g. tax, social security premium, pension, visa, consultancy fee, health insurance, vaccination, personal security needs and any other relevant expenses related to the performance of services). All envisaged travel costs must be included in the price proposal. This includes all travel to join duty station/repatriation travel. Once proposed and accepted, **the fee rate cannot be changed**.
- IC is expected to hold minimum 6 missions to Eskişehir Turkey due to requirements of the Assignment. The travel, accommodation and all other costs of these missions will be borne by the IC. In case of a need for additional missions, subject to the pre-approval of the UNDP, related travel (economy class inter-city travel costs) and accommodation costs will be borne by the Project through the travel agency UNDP has a Long Term Agreement with.
- As per UNDP corporate procurement rules and regulations, in case a candidate over 62 years of age and required to travel for the completion of tasks described in the TOR is identified for contract award, the candidate shall at his/her own expense undergo a full medical examination, including x-rays, as well as obtaining medical clearance from an UN-approved doctor prior to taking up his/her assignment." The cost of the medical clearance shall be taken into consideration while calculating and submitting the price proposal. UN approved doctor list including contact information will be provided to the successful candidate.
- 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.

## Price Proposal Submission Form for ICs

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**To:** United Nations Development Programme

**Ref:** Local Expert on Integrity Planning for Eskişehir Municipality (REF: LE-IPEM-01-2016)

Dear Sir / Madam,

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

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 as detailed below:

**Daily consultancy fee:** .....TRY [A]

**Total number of working days:** 30 working days [B]

**Total price proposal:** .....TRY [AxB]

My daily fee rate will be multiplied by the applicable number of units to establish the contract amount.

The number of working/days indicated in the terms of reference, allocated for each payment/deliverable is the *maximum* number of working days, and I agree to fulfill/deliver the relevant activities/deliverables at most within those maximum amounts of working/days.

I confirm that the price (daily fee rate) that I quote is gross, and is inclusive of all legal expenses, including but not limited to all legal expenses (social security, income tax etc.), which will be required by local law..

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:

Email: