



**UNITED NATIONS COUNTRY TEAM in TURKEY**

**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**

**16.09.2016**

|                                      |   |
|--------------------------------------|---|
| <b>Country</b>                       | Turkey  |
| <b>Description of the Assignment</b> | Consultancy Service on Conducting One Workshop on Results-Based Reporting for UN Staff.                         |
| <b>Contracting Office</b>            | Office of the UN Resident Coordinator (UN RCO)  |
| <b>Type of Contract</b>              | Individual International Consultant   |
| <b>Period of Assignment/Services</b> | Seven (7) working days, out of which three (3) will be in-country, between 15 October 2016 and 15 November 2016 |

Proposal should be submitted by email to [tr.icproposal@undp.org](mailto:tr.icproposal@undp.org) no later than **30.09.2016**, 23:00hrs East European Time Zone. 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:

- Personal History Form (P11 Form, please see Annex 5);
- Sample of result-based report prepared during the past 5 years;
- Financial proposal (please see Annex 3).

### 5 FINANCIAL PROPOSAL

The interested individual consultants must submit their financial proposals by following the guidance and the standard template provided in Annex 3. 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>Technical</b>                        | <b>100%</b> | <b>100 pts</b> |
| <i>General Qualifications</i>           | 20%         | 20 pts         |
| <i>General Professional Experience</i>  | 30%         | 30 pts         |
| <i>Specific Professional Experience</i> | 50%         | 50 pts         |
| <b>Financial</b>                        | <b>100%</b> | <b>100 pts</b> |

### 7 ANNEXES

The following annexes are an integral part of this procurement notice. In case of any conflict between the provisions of the Annexes the provisions of Annex 3 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 FOR WORKSHOP ON RESULTS-BASED REPORTING**

#### **1. Background**

In December 2015, the United Nations (UN) system in Turkey signed the fourth generation Common Country Programme Document in cooperation with the Government of Turkey. This document, known as the United Nations Development Cooperation Strategy (UNDCS), sets forth four strategic areas of cooperation between the UN system and the Turkish Government in the five-year programme period, from 2016 to 2020.

To enable a stronger harmonization and monitoring of the UN system's achievements in these eight areas, the UN system and the Government collectively agreed to adopt the One Programme component of the Standard Operating Procedures (SOPs) of "Delivering as One". The SOPs call for the establishment of Results Groups, each with their own Terms of Reference (ToRs) and Joint Work Plan (JWP), chaired by a UN Head of Agency, and with a stronger focus on joint efforts and programming.

At the end of 2015, six new Results Groups, each responsible for one or more of the eight results areas, were established. The Results Groups are now fully operational and have agreed their own respective annual Joint Work Plans (JWPs) which encapsulate all 2016 expected/planned UN activities.

According to the Monitoring and Evaluation Framework of the UNDCS, as well as the SOP on the One Programme, the UN is to carry out annual reviews of the UNDCS. The new annual reporting process calls for a stronger focus on results-based reporting and to avoid presenting lower-level inputs and activities.<sup>1</sup> The inputs to the review is to be provided by members of six the Results Groups, and reporting is to be carried out on the outcome and output level.

In light of this, the services of an international consultant are required to train a group or resource persons from the UN Monitoring for Strategic Results WG (MfSR WG) as well as from the Results Groups on RBM basics as well as on result-based reporting.

#### **2. Objectives and Description of the Assignment**

Under the guidance of the Monitoring for Strategic Results WG, the consultancy should cover:

1. Desk review of key documents to get acquainted with the UN results framework in Turkey, monitoring findings so far and the latest UNDG guidelines on reporting:
  - UNDCS 2016-2020
  - 2016 UN Joint Work Plans (in total 6 plans)

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<sup>1</sup> The UN Development Group *Guidance Note on Annual Result Report*, February 2015.

- Mid-year monitoring records for each Joint Work Plan
  - United Nations Development Group (UNDG) guidelines on Results-Based Reporting<sup>2</sup>
2. Preparation of the training agenda, exercises and materials, in consultation with the UN Monitoring for Strategic Results Working Group (MfSR WG).
  3. Facilitating the two-days training. The expected learning outcomes for the UN resource people who will attend the training are:
    - Clear understanding of RBM basics, especially in terms of: result chain logic (based on UNDG guidelines), formulation of result statements at outcome and output level, difference between activities, outputs and outcomes;
    - Skills on how to report against output and outcome level results, avoiding the focus on activities.
  4. Preparation of a final short report that can serve as guidance note for result-based reporting including tips and key examples. The outline of the report will be agreed with the UN Monitoring for Strategic Results WG.

### **3. Duties and Responsibilities of the IC (IC)**

UN will mobilize an individual consultant (IC) on a deliverable basis. Within the scope of the Assignment; the IC is expected to provide consultancy services for the deliverable listed in section 6 of this ToR in a timely basis.

### **4. Duties and Responsibilities of the UN RC Office**

- i. UN RCO and MfSR working group will provide all relevant background documents. (Please see section 5. Background Documents)
- ii. UN RCO is not required to provide any physical facility for the work of the IC.
- iii. UN RCO can facilitate meetings for the IC when needed.
- iv. UN RCO will cover travel and accommodation costs of the IC. (Please see 10. Terms and Payment Conditions)

### **5. Background Documents**

The consultant will review the following documents that will be provided by the UN RCO:

- i. United Nations Development Cooperation Strategy 2016-2020 (incl. Results and M&E Framework);
- ii. The six Joint Work Plans of the Results Groups;
- iii. Mid-year monitoring records for each Joint Work Plan
- iv. UNDG recommended reporting guidelines, such as the *Guidance Note on Annual Results Report*.<sup>3</sup>

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<sup>2</sup> For the UNDG RBM Handbook and related resources, please see the following website:

<https://undg.org/home/guidance-policies/country-programming-principles/results-based-management-rbm/>

<sup>3</sup> Please see relevant UNDG website on the One Programme component of Delivering as One:

<https://undg.org/home/guidance-policies/delivering-as-one/standard-operating-procedures-non-pilots/one-programme/>

## 6. Deliverables and Timeline

The IC is expected to invest (*at maximum*) 7 working/days. Detailed timeline for the Consultant is as follows:

| Nr.   | Activity  | Deliverable                   | Target Date for Submission to UN RC Office | Estimated Number of working Days to be Invested by the Expert  | Planned Payment Schedule |
|-------|---|-------------------------------|--|--|--------------------------|
| 1     | Devise the training agenda, materials and exercises | Training agenda and materials | Mid October 2016                           | 3  | N/A                      |
| 2     | Training facilitated                                | A two-day training conducted  | Est. beginning of November 2016            | 3 (2 days of training + 1 day of preparation with the MfSR WG) | N/A                      |
| 3     | Draft the Final report                              | Final Report                  | Mid-November 2016                          | 1  | %100                     |
| TOTAL |   |                               |  | 7 wd   | 100%                     |

In order to fulfil required tasks for the development of deliverables as defined and listed in the table above, the **estimated** number of days to be invested are provided. This estimation is provided merely to facilitate the provision of price **proposals**. The number of days presented as ‘estimated number of working days to be invested’ is **indicative**. The ICs may invest less/more than the expected number of days to finalize each output. The actual number of days invested by the Individual Consultant will not change the amount of payments that was proposed. The amount paid shall be gross and inclusive of all associated costs such as social security, pension and income tax.

## 7. Reporting

The IC will report to the RC Office/Monitoring for Strategic Results Working Group under the direct supervision of the Head of the RC Office for the completion of the tasks and duties. The IC will work closely with the RC Office/Monitoring for Strategic Results Working Group at the UN in Turkey. All reports should be submitted in English.

## 8. Timeframe

Expected Starting Date: 15 October 2016

Expected Ending Date: 15 November 2016

## 9. Place of Work

Place of work for the assignment is Ankara, Turkey.

## **10. Terms and Payment Conditions**

The consultant shall be paid of the contract amount in accordance with the planned payment schedule (please refer to the Article 6 of the ToR) upon acceptance and approval of deliverables by the UN RCO, at the end of the contract period.

The payment shall be realized in USD. The payment conditions indicated herein represents estimated working days to be invested for the particular activities. The amount paid shall be gross and inclusive of all associated costs such as social security, pension and income tax. The IC is solely responsible for all taxation or other assessments on any income derived from UN. UN will not make any withholding from payments for the purposes of income tax. UN is exempt from any liabilities regarding taxation and will not reimburse any such taxation to the IC.

Travel and accommodation arrangements will be made by the RC Office? and related costs will be borne by the UN RC Office<sup>4</sup>

Payments will be made within 30 days upon the approval of the corresponding deliverable and UN Certificate of Payment Form (CoP) on a deliverable basis 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 UN RC Office, no payment will be made even if the consultant has invested working/days to produce and deliver such deliverables.

As per UN 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.

## **11. Required Qualifications and Experience**

### **i. General Qualifications:**

- Advanced degree in social sciences or related fields relevant for the assignment;
- Fluency in English.

### **ii. General Professional Experience**

- At least 3 years of professional experience in planning and facilitating workshops and trainings.

### **iii. Specific Professional Experience:**

- Extensive proven experience in UN strategic planning processes, including in humanitarian settings (exposure to UN planning is an asset);
- Proven ability to write result-based reports (to be assessed through the sample report) is required.
- Extensive proven experience in facilitating group discussions and exercises;

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<sup>4</sup> Travel and accommodation costs for assignment-related travels outside of the duty station will be borne by UN RC Office and/or reimbursed upon submission of receipts, invoices of the expenses of IC and approval of UN RC Office which will be subject to limitations as per UN DSA rates.

## **12. Applications**

Interested candidates should submit all of the following documents by 30 September 2016 23:00 hrs Eastern European Time Zone:

- Personal History Form (P11, UN format);
- Sample of result-based report prepared in the past 5 years;
- Financial proposal.

## ANNEX 2: 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 deliverable basis for 7 working days indicated in the Terms of Reference to establish the **total contract amount**.
- The fee rate should be indicated in USD
- 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.
- UN RC Office 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 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 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 UN RC Office by replying to this email.



## Price Proposal Submission Form

**To: UN RC Office**

Post/Ref: Consultant for Conducting one workshop on Results-Based Reporting for UN staff

**Dear Sir / Madam,**

I, the undersigned, offer to provide professional consulting services to UNRC Office 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.

**Daily price proposal for the Assignment: .....USD.**

|   | <b>Daily Consultancy<br/>Fee (day/USD)<br/>A</b> | <b>Max. number of working<br/>days to be invested<br/>B</b> | <b>Total Offered Price<br/>(USD)<br/>C=AxB</b> |
|---|--|---|--|
| <b>Consultant for<br/>Annual Review</b> |  | <b>7 days</b>   |  |

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 30 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 30 days.

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

[Signature]

Date:

Name:

Address:

Telephone/Fax and Email: