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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

21 September 2016

Ref:	UNDP-TUR-IC-PROJ(TMK)-2016-02
Country:	Turkey
Description of the Assignment:	Consultancy Services on Carrying out The Analysis of the Current Programs under Turkey's Engineer Girls Project
Project Name:	Turkey's Engineer Girls
Period of Assignment/Services:	17 October 2016 – 09 January 2017

Proposal should be submitted by email to tr.ic.proposal@undp.org no later than 4 October 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:

- Financial proposal as per template (please see section 5, below and Annex 2)
- Personal Updated Form (P11 Form) including past experience in similar projects and at least 2 references¹

5 FINANCIAL PROPOSAL

The interested individual consultants must submit their Price 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
<u>Technical</u>	70%	100 pts
General Qualifications	7%	10 pts
General Professional Experience	21%	30 pts
Specific Professional Experience	42%	60 pts
<u>Financial</u>	30%	30 pts

7 ANNEXES

The following annexes are an integral part of this procurement notice. In case of any conflict between the provisions of the Annex 3 and the procurement notice and/or Annex 1 and/or Annex 2, 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

¹UNDP will contact directly with the provided names for reference check purposes without any prior notification to the applicant.

Annex 1: Terms of Reference

Consultancy Services on Carrying out The Analysis of the Current Programs under Turkey's Engineer Girls Project

1- BACKGROUND

The Project aims at development of private sector led prototypes for inclusive and sustainable economic growth in the services and manufacturing sectors benefiting from gender equality mainstreaming and advocacy and dissemination of the success stories within the public and private sector. The donor of the project is Limak Holding whereas the implementing partner is Ministry of Family and Social Policies. The project will concentrate on developing a private sector led support program to promote female students participation in engineering professions and empowering female engineering students. The long term expected impact of the Project is to increase women's high quality employment and advocate gender equality principles in the leading services and manufacturing sectors to improve inclusiveness of economic growth in a sustainable manner.

The project has two expected results:

- 1) **A support program to empower and encourage female students for engineering designed:** This activity will identify challenges for female students to prefer engineering faculties and design two-fold support program.
 - a. To increase participation from female students to engineering departments
 - b. To empower female engineering students through scholarship, capacity building, awareness raising activities.
- 2) **Corporate models to adopt, implement and advocate gender sensitive approaches developed:** Benefiting from the experience of the assessments carried out in first result internal analysis will be carried out in Limak Holding for corporate principles on gender equality. Internationally recognized tools will be used and internal capacity building programs will be developed along with the advocacy plan.

Limak Holding in its own-capacity initiated the first pilot support program in 2015 Summer. In parallel, discussions are carried out to shape the programme at macro level in an effort to contribute long term transformational change.

Turkey's Engineer Girls Project is designed to have three components as below:

1. An analysis framework developed on assessment of challenges and barriers
2. A support program to empower and encourage female students for engineering designed
3. Corporate inclusive business models to adopt, implement and advocate gender sensitive approaches developed

Operationalization of this Project will provide an analytical background with the completion of the first component. As a follow up to key findings, necessary actions will be developed for the other components. This will enable an iterative process to be strengthened in line with the findings. In parallel support program will continue and feedback from mentors and mentees could be integrated into support phases so that more efficient and effective support mechanisms could be developed. In line with the results of the first component, a parallel program in high schools will be developed and initiated in order to increase awareness in high school students for selection of engineering profession. In line with the design of the high school awareness program a follow

up program will also be developed for high school students and Limak could continue to support their employment in line with the finalized programs.

Limak Holding in its own-capacity initiated the first pilot support program in 2015 summer. In parallel, discussions are carried out to shape the programme at macro level in an effort to contribute long term transformational change. In the meantime piloting of the support programme already began and Limak has initiated the first scholarship programme with engineering students. Limak intends to continue to support these students throughout their education and even plans recruitment in Holding companies and/or relevant sector companies following their graduation. The total number of supported students will be analyzed and updated in line with the progress of the overall programme on annual basis. So far, following activities have been carried out by Limak;

- A communication plan with relevant communication and social media tools have been developed and launched.
- Scholarship announcements have been disseminated to engineering faculties at top 30 universities in Turkey.
- A full-fledged transparent application process developed and implemented with clear selection criteria, where successful but financially stressed students were addressed.
- Interviews with 112 applicants have been completed.
- 40 successful engineering students have been selected for scholarship programme
- The scholarship holders attended “Social Engineering Certification Program” delivered by Bogazici University Lifelong Education Center and received their certificates.

Pilot Mentorship programme is designed.

- Volunteering announcements have been released both externally and internally at Limak.
- A volunteering Toolkit has been prepared.
- 44 mentors who are women engineers practicing their own profession have been selected.
- In cooperation with Private Sector Volunteers Association, a training programme is delivered for selected mentors.
- Each mentor has been associated with a scholarship holder. The first communication between the mentors and the mentees has been initiated.
- Website has been capacitated to involve the documents for mentors and mentees, for easy connections as well as reporting.
- Scholarship holders have been informed about the mentorship.
- The first scholarship payments have been released for scholarship holders.

Within the Turkey’s Engineer Girls Project, UNDP will need to contract an Individual Consultant who will be a senior researcher to carry out the analysis of the mentorship program and social engineering Certification Programs which have been implemented until now and make recommendations to the programs.

2- OBJECTIVE(s) OF THE ASSIGNMENT

The objective of the assignment is to make a comprehensive analysis of the scholarship, mentorship and social engineering programs within the framework of inclusive business gender mainstreaming framework by using tools like surveys and focus group meetings as well as preparing a set of recommendations to enhance the programs. The scope of services will be in advisory nature and will be at the technical level. The details of are listed in the Duties and Responsibilities section of the Terms of Reference.

3- DUTIES AND RESPONSIBILITIES OF THE CONSULTANT

The consultant is expected to perform the following tasks; However IC can propose additional actions and methods to improve/enhance the quality of the overall output and if proposed, final decision should be agreed by UNDP in consultation with implementing partner and donor;

Task	Sub-Task	Actions Proposed
Analysis of the Current Programs	Mentorship Program	Analysis of the training program for mentors with a lens of human development, gender mainstreaming, and sustainability practices etc. What is the current coverage, how it can be improved etc.
		Survey Study – A survey will be prepared and carried out with the mentors on their first year of mentorship process. Survey could cover expectations and lessons learned, key challenges etc. What will be the recommendations from mentors for upcoming periods? How the impact of the program could be enhanced. Survey will be prepared by the consultant in consultation with UNDP and Project partners.
		Interviews and focus group meetings – One to one interviews and/or focus group meeting will be held with the mentors.
	Social Engineering	Analysis of the training program with a lens of human development, gender mainstreaming, and sustainability practices etc. What is the current coverage, how it can be improved etc
		Survey Study – A survey will be prepared and carried out to the scholarship holders who attended the social engineering certification program to investigate the baseline before attending the social engineering certification program and impact of the program on the attendees. The outputs of the survey will be analyzed. The survey will be developed by the consultant in consultation with UNDP and Project partners
		Interviews and focus group meetings – One to one interviews or focus group meetings will be held with

		the scholarship holders who attended the social engineering certification program.
Developing Recommendations for enhancement	Overall assessment for ongoing activities	-Review programs -Overall assessment of ongoing programs for mentors and scholars the basic features of the baseline situation (their background, previous experience, expectations, lessons learned etc.) -Overall assessment presenting, how impact and progress can be measured.
	Recommendations	-Recommendations for new actions; how to improve impact, how to integrate lessons learned to further steps etc. -Recommendations for revision/update for the ongoing initiatives.

4- DUTIES AND RESPONSIBILITIES OF UNDP

- i. UNDP CO Turkey will provide background information, and facilitate meetings with Project partners and relevant stakeholders. **All documents and data provided to the consultant are confidential and cannot be used for any other purposes or shared with a third party without any written approval from UNDP.**
- ii. UNDP is not required to provide any physical facility for the work of the IC.
- iii. UNDP can facilitate meetings between the IC when needed.
- iv. UNDP will cover travel and accommodation costs of the IC. (Please see 9. Place of Work)

5- REQUIREMENTS AND QUALIFICATIONS

The consultant should have the following experience and qualifications:

	Minimum Requirements	Assets
General Qualifications	<ul style="list-style-type: none"> • Masters or equivalent degree in engineering, social sciences or related field. • Very good command of both written and spoken English and Turkish • Excellent command of office software 	<ul style="list-style-type: none"> • Ph.D. study on relevant fields
Professional Experience	<ul style="list-style-type: none"> • A minimum of 5 years of general professional experience 	<ul style="list-style-type: none"> • Graduate works on women studies • Research experience in gender equality studies, women empowerment, inclusive business or inequalities • Experience in working with UN organizations, international and national NGOs, and with government authorities at national level
Specific Experience	<ul style="list-style-type: none"> • At least 2 years of specific professional consultancy experience in gender equality, women empowerment or women studies 	<ul style="list-style-type: none"> • Specific knowledge and experience on private sector's gender works
Notes: <ul style="list-style-type: none"> • 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. 		

The consultant should avoid any kind of discriminatory behavior including gender discrimination and ensure that

- human rights and gender equality is prioritized as an ethical principle within all actions;
- activities are designed and implemented in accordance with “Social and Environmental Standards of UNDP”;
- any kind of diversities based on ethnicity, age, sexual orientation, disability, religion, class, gender are respected within all implementations including data production;
- differentiated needs of women and men are considered;
- inclusive approach is reflected within all actions and implementations, in that sense an enabling and accessible setup in various senses such as disability gender language barrier is created;
- Necessary arrangements to provide gender parity within all committees, meetings, trainings etc. introduced.

6- DELIVERABLES AND TIMELINE

The IC is expected to invest (at maximum) 35 working/days. Detailed timeline for the Consultant is as follows:

#	Name of the Deliverable /Report	Expected Delivery Date Intervals of the Reports	Inputs (non consecutive)	Planned Payment Schedule
1	Baseline Report - Analysis of the current programs (mentorship and social engineering programs)	28 October 2016	10 days	N/A
2	Survey Development, Application and Analysis of the Results (surveys for mentors and scholars)	25 November 2016	15 days	N/A
3	Recommendations Paper – The recommendations paper will include the suggestions to improve the current programs, new actions and revision proposals for increased impact. (will cover mentorship and social engineering programs but not limited to)	9 December 2016	10 days	Upon satisfactorily completion and approval of all deliverables %100
Total			Max. 35 days	%100

Inputs, articulated in working/days, to be invested by the Consultants are based on UNDP's estimations. They are provided herein to facilitate provision of price proposals by the applicants. The Consultant will agree to produce the aforementioned deliverables to the satisfaction of the UNDP and its partners within the working/day limits set forth in the preceding table. In cases where the Consultant may need to invest additional working/days to perform the tasks and produce the deliverables listed and defined in the present Terms of Reference, the Consultant shall do so without any additional payment.

▪ *Reporting Line*

The consultant will be responsible to the UNDP Inclusive and Sustainable Growth Portfolio Manager for the completion of the tasks and duties assigned in Item-3. The reports shall be submitted to the UNDP TMK Project Expert, and UNDP Inclusive and Sustainable Growth Portfolio Manager for final approval. All of the reports are subject to approval from UNDP Inclusive and Sustainable Growth Portfolio Manager in order to realize the payments to the consultant.

The Consultant will be submitting the reports based on the results achieved in agreed format stating all actions taken during the assignment in Turkish in all deliverables there will be a comprehensive executive summary in English will be provided by the Consultant;

Reports in Turkish with English executive summaries, to be submitted after each deliverable result achieved according to schedule to the UNDP Turkey;

All information should be provided in electronic versions in Turkish with English executive summaries and other English materials where available;

The Consultant shall be solely liable for the accuracy and reliability of the data provided, links to sources of information used;

- ***Reporting Language***

The reporting language should be in Turkish but all relevant reports will cover a comprehensive executive summary part in English.

- ***Title Rights***

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

7- ESTIMATED INPUTS BY THE CONSULTANT

The work will be non-consecutively undertaken during a period of 35 man/days throughout the time-frame below.

8- TIMING AND DURATION

Contract Start Date: 17 October 2016

Contract Completion Date: 09 January 2017

9- PLACE of WORK

The place of work will be the IC's place of residence/work.

Place of work for the assignment is home-based and may require several missions to pilot sites and/or Ankara with respect to project needs and the duties and responsibilities of the consultant stated in Item 3. The cost and terms of reimbursement of any travel authorized by UNDP for Individual Contractors must be negotiated prior to travel. During the travels specified in the ToR or in case of need additional travels that were unforeseen in the ToR, the respective travels of the consultant may either be;

- Arranged and covered by UNDP CO from the respective project budget without making any reimbursements to the IC or

- Reimbursed to the consultant upon the submission of the receipts/invoices of the expenses by the consultant and approval of the UNDP. The reimbursement of each cost item subject to following constraints/conditions provided in below table;
- covered by the combination of the above options

The following guidance on travel compensation is provided per UNDP practice.

Cost item	Constraints	Conditions of Reimbursement
Travel (intercity transportation)	Full-fare economy class tickets	1- Approval of UNDP before the initiation of travel 2- Submission of the invoices/receipt, etc. by the consultant with the UNDP's F-10 Form 3- Approval of UNDP
Accommodation	Up to 50% of the effective DSA rate of UNDP for the respective location	
Breakfast	Up to 6% of the effective DSA rate of UNDP for the respective location	
Lunch	Up to 12% of the effective DSA rate of UNDP for the respective location	
Dinner	Up to 12% of the effective DSA rate of UNDP for the respective location	
Other Expenses (intra city transportations, transfer cost from /to terminals, etc.)	Up to 20% of effective DSA rate of UNDP for the respective location	

10- PAYMENTS

Payments will be made against submission of the deliverables, indicated in Item 6 of this Terms of Reference, by the ICs and their approval by the UNDP Turkey.

The consultant shall be paid in US\$ if he/she resides in a country different than Turkey. If he/she resides in Turkey, the payment shall be realized in TL through conversion of the US\$ amount by the official UN exchange rate valid on the date of money transfer.

The amount paid to the consultant shall be gross and inclusive of all associated costs such as social security, pension and income tax etc.

Payments will be made within 30 days upon the approval of the corresponding deliverable and UNDP Certificate of Payment Form (COP) (Attachment 1) on a lump sum 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 UNDP, no payment will be made even if the consultant has invested working/days to produce and deliver such deliverables.

Tax Obligations: The IC 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 IC.

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.



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Annex 2: Price Proposal Guideline and Template

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

- The lump sum price proposal should be indicated in US\$.
- The price proposal should be indicated in gross terms and hence should be inclusive of costs related to tax, social security premium, pension, visa (if needed) etc.
- The consultant shall be paid in US\$ if he/she resides in a country different than Turkey. If he/she resides in Turkey, the payment shall be realized in TL through conversion of the US\$ amount by the official UN exchange rate valid on the date of money transfer.
- 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.
- As explained in Item 9 of the Terms of Reference, if the consultant resides in a city other than Ankara, assignment-related travel and accommodation costs will be borne by UNDP upon submission of documentation, only for the trips that are requested by the project management.
- 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 price proposal 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 CONSULTANCY SERVICES

Project Name: Turkey's Engineer Girls

Position Reference: Survey Consultant / UNDP-TUR-IC-PROJ(TMK)-2016-02

Dear Sir / Madam,

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 of for **35 days** with a daily rate of USD. 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 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 35 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.

Date:

Name of the Applicant:

Address:

Telephone/Fax:

Email: