



**UNITED NATIONS COUNTRY TEAM in TURKEY**

**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**

**09.09.2016**

<b>Country</b>	Turkey
<b>Description of the Assignment</b>	Consultancy Service on Conducting the 2016 Annual Review of the UNDCS 2016-2020 and Drafting the 2016 UN Annual Results Report
<b>Contracting Office</b>	Office of the UN Resident Coordinator (UN RCO)
<b>Type of Contract</b>	Individual Consultant Contract
<b>Period of Assignment/Services</b>	28 working days between 10 October 2016 and 31 January 2017
<p>Proposal should be submitted by email to <a href="mailto:tr.ic.proposal@undp.org">tr.ic.proposal@undp.org</a> no later than <b>30.09.2016</b>, 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.</p>	

**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:

- CV and Personal History Form (P11 Form, please see Annex 5);
- Sample of analytical work produced in the past in English (ideally a report related to a results-oriented programme review);
- List of previous assignments with UN agencies, indicating the name of the relevant contact person;
- 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>	<i>20%</i>	<i>20 pts</i>
<i>General Professional Experience</i>	<i>30%</i>	<i>30 pts</i>
<i>Specific Professional Experience</i>	<i>50%</i>	<i>50 pts</i>
<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 4 are applicable.

- Annex 1: Terms of Reference
- Annex 2: Suggested Outline of the Annual Results Report
- Annex 3: Price Proposal Guideline and Template
- Annex 4: General Conditions of Contract for Individual Consultants
- Annex 5: P11 Form

## **ANNEX 1:**

### **TERMS OF REFERENCE FOR CONSULTANCY SERVICES FOR THE 2016 ANNUAL RESULTS REPORT OF THE UNITED NATIONS DEVELOPMENT COOPERATION STRATEGY (UNDCS) 2016 - 2020**

#### **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. In addition to the Results Groups, the UN system in Turkey has a number of other inter-agency working or thematic groups contributing to the implementation of the UNDCS.

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, which will form the basis of the Annual UN Results Report. Since 2016 is the first year of implementation, there is need to define a reporting template/framework so as to help standardize the reporting across Results Groups and Working Groups and overtime.

Given the above, the UNCT seeks one consultant to facilitate the design of an annual reporting template for the UNDCS to support the 2016 annual review of the UNDCS and to draft the UN Annual Results Report.

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

The aims of the consultancy are to:

- 1) Devise a template/framework for standardized annual reporting
- 2) Draft the 2016 UN Annual Results Report

### 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 UNDP

- i. UN RCO will provide all relevant background documents. (Please see 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 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. Annual Work Plans of inter-agency working and thematic groups;
- iv. UNDG recommended reporting guidelines;
- v. Any other agency or inter-agency document deemed necessary.

### 6. Deliverables and Timeline

The IC is expected to invest (*at maximum*) 28 working/days. Detailed timeline for the Consultant is as follows:

Nr..	Activity	Deliverable	Target Date for Submission to UNDP	Estimated Number of working Days to be Invested by the Expert	Planned Payment Schedule
1	Desk review of background documents (see above)	Standardized Annual Reporting Template(s)	Mid October 2016	2	Payment first deliverable 20%
	Consultation with Monitoring for Strategic Results WG			1	
	Drafting and presentation of the Standard Annual Reporting Template(s)			2	
2	Collection of information on results and progress against the JWPs from the RGs, WGs and TGs	First draft of the Annual Results Report	Mid December 2016	8	Payment second deliverable (40%)
	Drafting of the 2016 Annual Results Report			10	
3	Finalization of the 2016 Annual Results Report	Final Annual Results Report	Mid-January 2017	5	Payment third deliverable (40%)
TOTAL				28 wd	100%

In order to fulfill 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. 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: 10 October 2016

Expected Ending Date: 31 January 2017

## **9. Place of Work**

Place of work for the assignment is Ankara, Turkey and IC's residence.

## **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 IC and related costs will be borne by the UN RC Office and/or reimbursed upon submission of receipts, invoices of the expenses.<sup>1</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

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<sup>1</sup> Travel and accommodation costs for assignment-related travels will be borne by the 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.

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:**

- University Degree in Social Sciences, Business Administration or any related fields.

### **ii. Professional Experience:**

- At least 5 years of proven experience in writing analytical reports is required.

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

- Excellent proven writing skills in English and ability to summarize concepts from different sources is required;
- Proven ability to write result-based reports (to be assessed through the sample report) is required.

**Asset i:** Experience of working with UN Agencies.

**Asset ii:** Familiarity with UN thematic areas including human rights, refugee protection and gender.

**Asset iii:** Fluency in the Turkish language.

## **12. Duty Station**

Ankara, Turkey and IC's residence.

## **13. Applications**

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

- Personal History Form (UN format);
- Sample of analytical work produced in the past in English (ideally a report related to a results-oriented programme review);
- List of previous assignments with UN agencies, indicating the name of the relevant contact person;
- Financial proposal.

## **ANNEX 2:**

### **SUGGESTED OUTLINE OF THE ANNUAL RESULTS REPORT<sup>2</sup>**

#### **Foreword (1/2 page)**

The foreword is optional. It is normally written by the Resident Coordinator but could also be developed jointly by the Resident Coordinator and a high-level Government counterpart<sup>3</sup>, illustrating highlights of collaboration and thanking partners.

#### **Executive Summary (2 pages)**

The executive summary consists of a brief overview summary of the report.

#### **Key Development Trends (2-4 pages if per overall report; ½-1 page if per Pillar / Outcome)**

Building on inputs from the results groups and regular country scans, this section highlights changes in social, economic and political conditions that could impact the implementation of the One Programme, including key development indicators. This section can also reflect developments related to major national strategies, budget decisions, policy initiatives and legislative reforms, including those drawn from international human rights obligations/mechanisms. The report could either feature one single section on key development trends, or short separate key development trends sections under each Pillar / Outcome.

#### **Results of the One Programme (2-3 pages per Outcome)**

Building on inputs from the results groups, this section highlights the collective progress of the UN development system towards the Outcomes of the One Programme. It also provides highlights of concrete outputs, including through the implementation joint work plans. The influence of outputs delivery in achieving national targets should be highlighted. The report can feature (human) contribution stories where possible, with particular attention to the value added of inter-agency, multi-sectorial collaboration and partnerships.

#### **Results of Operating as One (1 page)**

Highlights briefly progress against Business Operations Strategy and its Outcomes, including key figures and data. Countries who do not have a Business Operations Strategy provide an overview of results of common services and / or common premises initiatives.

#### **Results of Communicating as One (1 page)**

Highlights briefly joint advocacy and communications work related to the implementation of the One Programme.

#### **Financial Overview**

Contains the Common Budgetary Framework, including information on estimated expenditures, ideally and when feasible, aggregated by Pillar, Outcome and Agency. This section could highlight information on

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<sup>2</sup> Copied from the UNDG Guidance Note on Annual Result Report

<sup>3</sup> Especially where a joint steering committee is in place.

top donors, including government contributions, if applicable. It could also include reporting on the One Fund. A simple chart based on figures from Annex One could be included here, showing Planned Budget and actual Expenditures at the Outcome-level, as well as a breakdown by Agency.

### **Lessons Learned and Way Forward (1-3 pages)**

Taking into consideration the primary audience of the report identified, this section highlights challenges, risks and assumptions, bottlenecks in implementation and lessons learned - and how these will be addressed in the subsequent year. This section would typically build on inputs from results groups. The report could either feature one single section on challenges and lessons learned, or short separate challenges and lessons learned sections under each Pillar / Outcome and under Operating as One and Communicating as One sections.

### **Annex: Progress against One Programme Results Framework (see table below)**

Contains a table with latest data on the agreed Outcome and Output indicators. The table has been purposely kept simple to facilitate development and use of the report. When an online results monitoring system of the UNDAF/One Programme exists, this can be used to fill in the table in this Annex. When the UNDAF features a high number of indicators, the UNCT may opt to select a limited number of those for the purpose of filling the table below.

<b>Results</b>	<b>Contributing Entity/ Entities</b>	<b>Indicator (with Baseline &amp;Target)</b>	<b>Means of Verification</b>	<b>Value of Indicator<sup>4</sup></b>	<b>Planned Budget</b>	<b>Expenditures</b>
<b>Outcome 1</b>		Indicator a  Indicator b  Indicator c				
<b>Output 1.1</b>		Indicator a  Indicator b				
<b>Output 1.2</b>		Indicator a				

<sup>4</sup> UNCTs could opt to colour-code by result achieved: On track (green), partially on track (yellow), no progress (red). This can be helpful especially when the results framework features yearly targets. Alternatively, a separate column could be added to briefly reflect progress.



### ANNEX 3: 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 28 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 (through timesheets when needed) 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 2016 Annual Review

**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 Fee (day/TRY) A</b>	<b>Max. number of working days to be invested B</b>	<b>Total Offered Price (TRY) C=AxB</b>
Consultant for Annual Review		28 days	

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 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: