



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2 December 2016

<b>Reference:</b>	IRE/2016/IREE
<b>Country:</b>	Turkey
<b>Description of the Assignment:</b>	Framework-based Consultancy Services on Integrated Resource Efficiency in Agriculture and Agro-based Industries
<b>Projects:</b>	Integrated Resource Efficiency in Agriculture and Agro-based Industries – A Scalable and Replicable Model for Improved Regional Competitiveness and Sustainable Growth (aka IRE)
<b>Period of Assignment/Services:</b>	01 January 2016- 31 October 2017
<p><i>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>23 December 2016</b>, COB.</i></p> <p><i>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.</i></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:

- A one-page Letter of Interest, explaining why they are the most suitable for the work
- Financial Proposal as per template (please see section 5 below and Annex 3&4)

- Personal CV, including past experience in similar projects and at least 3 references<sup>1</sup>

## 5. Financial Proposal

The interested individual consultants must submit their financial proposals by following the guidance and the standard template provided in Annex 3&4. 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	Maximum Points	Weight	Weighted Score
<b>Technical</b>	<b>100 pts</b>	<b>70%</b>	<b>70 pts</b>
<i>General Qualifications</i>	<i>20 pts</i>	<i>14%</i>	<i>14</i>
<i>General Professional Experience</i>	<i>20 pts</i>	<i>14%</i>	<i>14</i>
<i>Specific Professional Experience</i>	<i>60 pts</i>	<i>42%</i>	<i>42</i>
<b>Financial</b>	<b>100 pts</b>	<b>30%</b>	<b>30 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 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: Certification of Payment Form
- Annex 3&4: Price Proposal Guideline and Template
- Annex 5: General Conditions of Contract for Individual Consultants

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

## Annex 1: Terms of Reference (ToR)

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### Framework-based Consultancy Services on Integrated Resource Efficiency in Agriculture and Agro-based Industries

REF: (IRE/2016/IREE)

<b>Project Title:</b>	Integrated Resource Efficiency in Agriculture and Agro-based Industries – A Scalable and Replicable Model for Improved Regional Competitiveness and Sustainable Growth (aka IRE)
<b>Location:</b>	Home-based
<b>Portfolio:</b>	Inclusive Sustainable Growth Local Economic Development Cluster
<b>Type of Contract:</b>	Individual Contract (IC)
<b>Reporting Language:</b>	English and/or Turkish
<b>Contract Starting Date:</b>	1 January 2017
<b>Expected total working days for the assignment:</b>	90 days
<b>Duration of the Contract:</b>	1 January 2017- 31 October 2017
<b>Reference Code:</b>	IRE/Integrated Resource Efficiency Expert

## 1 BACKGROUND

UNDP (United Nations Development Programme) is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. UNDP is on the ground in 177 countries, working with them on their own solutions to global and national development challenges. As they develop local capacity, they draw on the people of UNDP and its wide range of partners. UNDP's global focus is helping countries build and share solutions to the challenges of: (a) Democratic Governance; (b) Poverty Reduction; (c) Crisis Prevention and Recovery; (d) Environment and Energy and (e) HIV/AIDS. UNDP helps developing countries attract and use aid effectively. In all its activities, UNDP encourages the protection of human rights and the empowerment of women.

UNDP Turkey has repositioned to contribute through three core areas: 1) Inclusive and Democratic Governance (IDG); 2) Inclusive and Sustainable Growth (ISG); and 3) Climate Change and Environment (CCE); and in addition to these core areas, UNDP Turkey is emphasizing the role of Strategic Partnerships that cut across the entire country programme as well as regionally and globally.

The ISG Portfolio is positioned to address structural economic problems, such as productivity, innovation, the middle-income trap, multi-dimensional poverty, energy security and regional

disparities, as well as challenges with social, environmental and economic repercussions, such as urbanization.

The project namely “Integrated Resource Efficiency in Agriculture and Agro-based Industries – A Scalable and Replicable Model for Improved Regional Competitiveness and Sustainable Growth” (aka IRE) is being implemented by UNDP in collaboration with GAP Regional Administration. The project is supported by the RBEC Catalytic and Scaling-up Facility 2016 which is executed by UNDP Istanbul Regional Hub for Europe and the CIS. By UNDP Istanbul Regional Hub, the initiative is considered to serve as replicable and scalable model for the other countries in the region. The Project aims at improving resource efficiency in agriculture and agro-based industries in the GAP Region with a holistic and multidisciplinary approach. The project will provide strategic basis for the large scale project to be financed by government funding and to be executed by GAP Regional Development Administration (RDA).

## 2 OBJECTIVE AND SCOPE

The objective of the Assignment is to provide strategic and technical consultancy services for development of a strategic framework and implementation plan, conceptualization of pilot efficiency improvement action plans, design, implementation and monitoring of capacity development on integrated resource efficiency in agriculture and agro-based industries for the Southeast Anatolia Region.

In order to achieve this objective, an Individual Consultant (IC) will be hired on a framework agreement basis through this generic Terms of Reference and be requested to provide consultancy services and develop corresponding deliverables based on the specific service requests to be made to the IC by the UNDP during the course of the contract.

## 3 ACCRONYMS AND ABBREVIATIONS

Unless otherwise noted;

GAP RDA refers to Southeast Anatolia Regional Development Administration,

IC(s) refers to the Individual Consultant(s),

IRE Project, refers to Integrated Resource Efficiency in Agriculture and Agro-based Industries – A Scalable and Replicable Model for Improved Regional Competitiveness and Sustainable Growth Project,

Region, refers to the Southeast Anatolia Region,

The Assignment refers to the present Assignment,

UNDP refers to United Nations Development Programme Country Office in Turkey.

## 4 DUTIES & RESPONSIBILITIES OF THE INDIVIDUAL CONSULTANT (IC)

UNDP will mobilize an individual consultant (IC) on a framework agreement basis. The following tasks and duties are **indicative** and **subject to further detailing** through specific service requests to be made by UNDP during the course of the contract duration.

Key Services	Expected Deliverables	Tasks and Duties
<p><b>Providing consultancy services for development of a strategic framework on integrated resource efficiency in agriculture and agro-based industries for the Southeast Anatolia Region developed.</b></p>	<p>Assesment of current situation and trends on resource efficiency</p> <p>A final list of strategic agricultural products along with Value Chain analysis to be piloted</p> <p>Assesment and benchmarking of resource efficiency of selected products/chains</p> <p>Integrated Resource Efficiency Strategic Framework</p>	<p><b>Identification and mapping of the strategic agricultural products and value chains/clusters to be piloted</b></p> <ul style="list-style-type: none"> <li>Assesment of global, national and regional current situation and trends on resource efficiency and preparing an assesment report</li> <li>Defining the scope and methodology of the filtration study</li> <li>Mapping, assesment, review of a list of all agricultural products along which Value Chain can be fully or partially developed</li> <li>Conducting a filtration study, value chain analysis and preparation report on the findings of the study</li> <li>Sharing the results of filtration study and final selection of the products and value chains to be piloted</li> </ul> <p><b>Design and conduct of product/process based primary and secondary resource efficiency assessments and benchmarking</b></p> <ul style="list-style-type: none"> <li>Conducting secondary research which will provide assessment and benchmarking of selected products/value chains</li> <li>Conducting primary research which will provide pattern of selected products and details in selected value chains</li> <li>The study will include field level assessments on use of natural resources, human resources, yield, costs of logistics/access to market etc. with benchmarking through sectoral/product level average figures</li> </ul> <p><b>Development of a strategic framework for efficiency improvement in pilot agricultural products and value chains/clusters</b></p> <ul style="list-style-type: none"> <li>Assessment of global and national situation and legislation and Stakeholder Analysis</li> <li>Institutional needs assessment and analysis of current institutional, organizational, legal and regulatory framework in the light of implementing Integrated Resource Efficiency</li> <li>Preparing the Integrated Resource Efficiency Strategic Framework through consultation will all stakeholders</li> </ul> <p><b>Tools, instruments, formats and data collection for qualitative and quantitative analysis used</b> will be desk review, site/field visits, self-assessment questionnaires, meetings and interviews with relevant institutions and stakeholders.</p>

Key Services	Expected Deliverables	Tasks and Duties
<b>Providing consultancy services for development of replicable and scalable models developed through pilot projects on integrated resource efficiency in agriculture and agro-based industries</b>	Integrated Resource Efficiency Strategic Framework and Implementation Plan along with toolkit for replicability and scalability model	<p><b>Conceptualization of pilot efficiency improvement action plans based on the findings of the field level assessments</b></p> <ul style="list-style-type: none"> <li>Conducting additional desk review, field visit, meetings for selected products/value chains for compiling data if required</li> <li>Review and selection of pilots in consultation with UNDP, GAP RDA and stakeholders</li> <li>Preparation of pilot efficiency improvement action plans for the pilot products/value chains and/or clusters, which will indicatively provide actions on smart utilization of natural resources, human resources, energy use optimization etc.</li> </ul> <p><b>Development of replicability and scalability model on integrated resource efficiency in agriculture and agro-based industries</b></p> <ul style="list-style-type: none"> <li>Preparing the toolkit for replicability and scalability model</li> </ul> <p><b>Tools, instruments, formats and data collection for qualitative and quantitative analysis used</b> will be desk review, site/field visits, self-assessment questionnaires, meetings and interviews with relevant institutions and stakeholders.</p>
<b>Providing consultancy services for design and implementation of capacity development programmes</b>	<p>Institutional capacity needs assessment</p> <p>Integrated Resource Efficiency Competency Development Programme</p>	<p><b>Institutional capacity needs assessment</b></p> <ul style="list-style-type: none"> <li>Identification of target groups for the assessment</li> <li>Providing support for preparation and conducting survey of stakeholders (government agencies staff, farmers, private sector, etc) on the resource efficiency</li> <li>Providing support for research of resources, institutions, expertise, studies, training programmes, capacity development activities and opportunities</li> <li>Preparation of the report on the results of the survey and assessment</li> </ul> <p><b>Design and implementation of competency development programs on integrated resource efficiency for the practitioners (i.e. pilot value chains/clusters) as well as policy makers/programmers (i.e. provincial directorates of the line ministries, ministries etc.).</b></p> <ul style="list-style-type: none"> <li>Based on the existing capacity and needs assessment providing technical input for developing a competency development programme</li> <li>Providing strategic and technical support for implementation of the competency development programme</li> <li>Providing support for monitoring and evaluation of the competency development programme</li> </ul> <p><b>Tools, instruments, formats and data collection for qualitative and quantitative analysis used</b> will be desk review, site/field visits, self-assessment questionnaires, meetings and interviews with relevant institutions and stakeholders.</p>

If required by UNDP, the IC could provide additional consultancy services on topics related to her/his expertise area for other activities of the Project.

## 5 DUTIES AND RESPONSIBILITIES OF THE UNDP

UNDP will provide all relevant background documents. UNDP is not required to provide any physical facility for the work of the IC. However depending to the availability of physical facilities (e.g. working space, computer, printer, telephone lines, internet connection etc.) and at the discretion of the UNDP and GAP RDA such facilities may be provided at the disposal of the IC.

## 6 DELIVERABLES

The Assignment will include interim and final deliverables, which will be defined in the specific service requests to be made by UNDP to the IC. All reports should be submitted both in English and/or Turkish Language.

## 7 REPORTING

The IC will report to the UNDP Cluster Lead and/or to a member of UNDP Project Team to be identified and formally communicated to the IC. IC will also work closely with UNDP Istanbul Regional Hub Expert assigned for the technical implementation of the project.

## 8 TIMING AND DURATION

The work will be undertaken during a period of **90 working-days** throughout the time-frame below;

Expected Contract Start Date: **1 January 2017**

Contract Completion Date: **31 October 2017**

## 9 PLACE OF WORK

Place of work for the assignment is home-based.

## 10 REQUIRED QUALIFICATIONS

The required qualifications and/or experience are presented below:

	Minimum Requirements	Assets
<b>General Qualifications</b>	<ul style="list-style-type: none"> <li>University degree in Agricultural Economics / Business Administration / Economics / Finance or related field</li> <li>Excellent command of MS Office applications</li> <li>Excellent command in written and spoken English and Turkish.</li> </ul>	<ul style="list-style-type: none"> <li>Advanced degree in Agricultural Economics, Economics, Management or related discipline relevant to rural development</li> </ul>
<b>Professional Experience and Qualifications</b>	<ul style="list-style-type: none"> <li>Minimum 8 (eight) years of professional experience in agriculture, agro-based industry and rural development programmes/ projects/ studies</li> </ul>	<ul style="list-style-type: none"> <li>More than 8 (eight) years of professional experience in agriculture, agro-based industry and rural development programmes/ projects/ studies</li> </ul>

	Minimum Requirements	Assets
<b>Specific Experience and Qualifications</b>	<ul style="list-style-type: none"> <li>• Specific experience in conducting value chain analysis for agricultural products</li> <li>• Specific experience in conducting resource efficiency and productivity studies</li> <li>• Specific experience in analyzing primary production at farm level and/or in industrial production at facility level.</li> <li>• Specific experience of conducting field studies, interviews, questionnaires, surveys with governmental bodies, institutions, farmers, enterprises etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in Southeast Anatolia Region</li> <li>• Professional experience in design and implementation of capacity development programmes/ projects/ studies</li> </ul>
<b>Notes:</b> <ul style="list-style-type: none"> <li>• Internships (paid/unpaid) are not considered professional experience.</li> <li>• Obligatory military service is not considered professional experience.</li> <li>• Professional experience gained in an international setting is considered international experience.</li> <li>• Experience gained prior to completion of undergraduate studies is not considered professional experience.</li> </ul>		

## 11 TERMS AND PAYMENT

The contract to be signed between UNDP and successful candidate(s) will not entail a financial commitment from UNDP. UNDP's financial commitment will be established on an *ad-hoc* basis every time as services are officially requested by UNDP.

Payment terms and conditions will be specified in the specific service requests. Payment terms and conditions along with the daily fee rate (indicated in the contract) and number of days invested (not to exceed maximum number of days in the service request) will be the basis of payment to the IC.

Payments will be made against submission of the deliverable(s) in the service request together with the UNDP Certificate of Payment Form (Attachment 1) by the IC and approval of such deliverables by UNDP and GAP RDA. Travel and accommodation arrangements will be made by the Project and related costs will be borne by the Project<sup>2</sup>.

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

- **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

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<sup>2</sup> 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.



Or

RLA- Reimbursable Loan Agreement

- **Tax obligation**

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 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.



## ANNEX 3: 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.

- 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) for national experts or in United States Dollar (USD) for international experts.
- 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.
- 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 (through Certificate of Payment Form) 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, indicated in the service request allocated for the fulfillment/delivery of corresponding activities/deliverables.
- Once proposed and accepted, **the fee rate cannot be changed**.
- 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.
- 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.
- 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.

## ANNEX 4: Price Proposal Submission Form

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**To:** United Nations Development Programme

**Ref:** Framework-based Consultancy Services on Integrated Resource Efficiency in Agriculture and Agro-based Industries

Dear Sir / Madam,

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

Having examined, understood and agreed to the Terms of Reference, the receipt of which are hereby duly acknowledged, I, the undersigned, offer to deliver professional services, in conformity with Terms of Reference.

My **daily consultancy fee rate** is:  TRY (for national experts)

My **daily consultancy fee rate** is:  USD (for international experts)

I understand that

- My daily fee rate will be multiplied by the applicable number of units to establish the contract amount.
- My services will be received **on a framework basis** and that signature of a contract would **not** establish a financial commitment from UNDP.
- A financial commitment from UNDP will only be established at the time of service request and only for **the number of maximum working/days** indicated in the service request,
- The number of working/days indicated in the service requests, 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 social security, income tax, pension, visa etc., which shall be required applicable laws.

I agree that my proposal shall remain binding upon me for 120 days.

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

Date:

Name:

Address:

Telephone/Fax:

Email:

Signature: