

## ANNEX II

### Terms of Reference

for

#### Framework Based Individual Consultancy for Project Implementation Support in Gaziantep

#### 1. BACKGROUND, OBJECTIVE AND SCOPE

UNDP is implementing a project in the Hassakeh Governorate of the Syrian Arab Republic, aiming at building resilience of the crisis affected population, through civil society partners. The Individual Contractor is expected to play the key role of assisting the Project Manager in the day to day activities of the project, as described below.

#### 2. DUTIES AND RESPONSIBILITIES OF THE INDIVIDUAL CONTRACTOR

Task 1: Supports implementation of the programme strategies

Collection, analysis and presentation of information for identification of areas for support and programme implementation and formulation (if necessary).

Interacts with the ER Cluster and implementing partners for the project implementation

Task 2: Provides effective support to management of the programme focusing on the achievement of the following results: Creation of project in Atlas, preparation of budget revisions, revision of project award and project status, determination of unutilized funds, operational and financial closure of a project.

Task 3: Provides administrative support to the PM: Interacts with the ER Cluster and implementing partners for the project implementation Preparation of vouchers, requisitions for development projects can be performed either by Programme Associates or by Programme Assistants depending on the set up of the office. Voucher creation functions in the offices with Service Centres or Project offices, can be performed either by Service Administrators of Service Centres or Finance Assistants of Project offices.

Task 4: Supports resource mobilization focusing on achievement of the following results: Review of contributions agreement, managing contributions in Atlas

Task 5: Supports knowledge building and knowledge sharing focusing on achievement of the following results: Participation in the trainings for the operations/ projects staff on programme. Contributions to knowledge networks and communities of practice.

#### 3. DELIVERABLES

The individual Contractor is expected to invest (*at maximum*) 270 man/days throughout contract duration.

The deliverables of the Contract will be identified during the execution of the contract. Deliverables will be identified in specific service requests by Project Manager due to results of analysis and reviews to be conducted by Individual Contractor. Individual Contractor shall submit activity/progress reports with time sheets in line with requirements and schedule identified by each specific service request.

The deliverables of the individual Contractor shall be subject to approval of the UNDP Project Manager within the deadlines to be set in the specific service requests.

#### 4. INSTITUTIONAL ARRANGEMENT

UNDP will provide physical facility for the work of the Individual Contractor.

UNDP will cover pre-approved travel and accommodation costs of the Individual Contractor when traveling outside of the duty-station and upon submission of relevant documentation.

Project Manager will directly supervise the Individual Contractor. Individual Contractor will be directly responsible to, reporting to, seeking approval/acceptance of output from Project Manager.

All reports should be submitted in the Turkish and/or English Language as per UNDP's determination. In case of a need for translation, UNDP will meet the related translation costs.

## 5. REQUIRED QUALIFICATIONS

### General Qualifications:

- Secondary Education preferably with specialized certification in Accounting and Finance.
- University Degree in Business or Public Administration, Economics, Political Sciences and Social Sciences will be considered as an asset.
- Proficiency in Turkish and English

### General Professional Experience:

- Minimum 6 years of General Professional Experience

### Specific Professional Experience:

- Minimum 4 years of relevant administrative or programme experience at the national or international level

## 6. TIMING AND DURATION

The Assignment is expected to start on 01 October 2019 and expected to be completed by 31 September 2020. The Consultant(s) is expected to invest (at maximum) 270 man/days to fulfil the required tasks as per specific service requests to be made by UNDP throughout contract period.

## 7. DUTY STATION

Duty station for the assignment is Gaziantep.

Travel, accommodation and living expenses {inter-city, intra-city travels, living costs such as breakfast, lunch, dinner, etc.) in duty stations will be borne by the Individual Contractor. Travel to join duty stations and repatriation travel costs (travels to and from duty stations) will be covered by the Individual Contractor.

In case of unforeseen travel, UNDP will cover pre-approved mission travel and accommodation costs of the Individual Contractor when traveling outside of the duty station and upon submission of relevant documentation.

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 expert 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	

## 8. PAYMENTS

The contract to be signed between UNDP and the Individual Contractor 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 through specific service requests.

The Contract is based on a daily fee. For each specific service request UNDP makes payments based on the total actual number of days worked for the respective specific service request. "Individual Contractor Time Sheet" containing number of days worked and tasks completed, must be submitted by the Individual Contractor, duly approved by Project Manager, which shall serve as the basis for the payment of fees.

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

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 Individual Contractor. Payments will be made against submission of the deliverable(s) in the specific service requests by the Individual Contractor and approval of such deliverables by UNDP. UNDP will cover pre-approved travel and accommodation costs of the Individual Contractor when traveling outside of the duty-station and upon submission of relevant documentation.

The Individual Contractor will be paid in TRY.

Tax Obligations: The Individual Contractor 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 Individual Contractor.