

ATTACHMENT 1: GENERIC TERMS OF REFERENCE

0.	Abbreviations	<p>CFCU - Central Finance and Contracts Unit</p> <p>EOI - Expression of Interest</p> <p>EU - European Union</p> <p>EUD - Delegation of the European Union to Turkey</p> <p>FF - Face-to-face</p> <p>FG - Focal Group</p> <p>LAR III - Local Administration Reform Phase III</p> <p>MMs - Metropolitan Municipalities</p> <p>MoEU / GDLA - Ministry of Environment and Urbanization / General Directorate for Local Administrations</p> <p>MoI - Ministry of Interior</p> <p>MoI/GDPA - Ministry of Interior / General Directorate for Provincial Administrations</p> <p>MoTF - Ministry of Treasury and Finance</p> <p>NGOs - Non-Governmental Organizations</p> <p>PSB - Presidency of Strategy and Budget</p> <p>PT - Project Team</p> <p>SPAs - Special Provincial Administrations</p> <p>ToR - Terms of Reference</p> <p>ToTs - Training of Trainers</p> <p>UMT - Union of Municipalities of Turkey</p> <p>UNDP - United Nations Development Programme</p> <p>WSs - Workshops</p>
1.	Background	<p>IPA II Indicative Strategy Paper for Turkey (2014-2020) targets the improvement of Public Administration Reform (PAR) coordination, policy-making, civil service and public administration organization and governance and service delivery to citizens and businesses, including at local level.</p> <p>The new legislation adopted in the past years in the field of local administration, has expanded the scope of the responsibilities of local administrations in the provision of public services, as well as in the promotion of the social and economic development of the relevant communities.</p> <p>Relevant to the recent developments in the field, the 10th National Development Plan, put into effect in June 2013, underlines the negative effect of lack of technical and institutional capacities at the local level on quality and efficiency of local service delivery, while reiterating the importance of increasing institutional capacities of the new metropolitan municipalities (MMs) established in accordance with the Law No. 6360. The Plan also highlights the importance of deploying participatory tools in local administrations in order to support further reforms on including non-governmental organizations, private sector and unorganized civil society to local decision-making processes. In this vein, the 10th National Development Plan focuses on identification of priorities at the local level and efficient use of local resources as it identifies the main beneficiaries of the Plan as local authorities, MMs, universities, professional organizations and NGOs. In specific terms, the following objectives for LAR under the Plan are entrusted to the coordination of Ministry of Interior (MoI):</p>

		<ul style="list-style-type: none"> - Increased efficiency in local service delivery, - Strengthened capacities of local administrations in terms of human resources, management and strategic planning, - Strengthened capacities of local administrations in terms of project management, - Enhanced inclusion of universities, NGOs and professional organizations in local decision-making processes. <p>In line with the objectives of the 10th National Development Plan, the Strategic Plan of the MoI for 2015-2019 identifies the priorities and the core values of the MoI as; the rule of law, respect for human rights, transparency, commitment to ethic values, participation and delivery of efficient and good- quality services. The Strategic Plan highlights the importance of ensuring efficiency, effectiveness, participation, openness and accountability at local administrations as one of its main goals. The Strategic Plan sets five thematic areas and results as i) Establishing a peaceful environment via strengthening internal security services and coordination in accordance with human rights norms, ii) Increasing pace and quality of services provided by local authorities including governorates and district governorates, iii) Promoting development of civil society, iv) Deployment of information technologies as a facilitator in efficient provision of services and v) Increasing the pace and quality of the services provided by the MoI.</p> <p>The Government of Turkey adopted the Strategy for Increasing Transparency and Strengthening the Fight against Corruption in 2010 and updated the Strategy in 2016. One of the strategic objectives of the referred Strategy also focuses on increase of institutional capacities of local administrations, strengthening decentralization and democracy by ensuring attendance and transparency. Currently, the local authorities are obliged to develop their own websites and disclose the important decisions taken at the referred websites for a period of 15 days.</p> <p>In the scope of the LAR-II, a white paper was developed for the MoI, which outlines the short, medium- and long-term policy options to be pursued to have a full-fledged LAR in the scope of Turkey's EU Accession process. This Project addresses to the short- and medium-term policies those will form the basis of long-term policy options for the Government of Turkey. Besides, the Project at hand represents a continuum of the first and second phases of EU-funded LAR projects, in the scope of which required legislative framework were improved and put into place through phased approach. Besides, this Project, which is the third phase of LAR, will also address the needs that will be explored for effective implementation of the metropolitan municipality model that was introduced after the completion of LAR-II.</p>
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2.	Purpose and scope	<p>With a view to further support implementation of Local Administration Reform in Turkey; MoI and UNDP collaborated on design and implementation of the third phase of the LAR Project. In this sense, Local Administration Reform Phase III Project has started implementing as an EU-funded technical assistance project.</p> <p>Within the scope of a Direct Grant Agreement, signed between Central Finance and Contracts Unit (CFCU) and UNDP and endorsed by Delegation of the European Union to Turkey (EUD), MoI General Directorate for Provincial Administrations (MoI/GDPA) will be the executive agency of the Project and will work closely with Ministry of Environment and Urbanization (MoEU/GDLA) to achieve the expected outputs. In that respect, the implementing partners of the Project are Ministry of Environment and Urbanization (MoEU), Ministry of Treasury and Finance (MoTF) and Union of Municipalities of Turkey (UMT).</p> <p>The overall objective of the Project is to ensure effective, inclusive, accountable and participatory local governance in Turkey, in particular through support to further implementation of the LARs undertaken between 2003-2013, in line with international standards. The specific objective of the project is to develop and strengthen the administrative capacity and cooperation of MoI, MoEU and Local Authorities themselves in the task of ensuring the effective implementation of the new local administration model in line with principles of democratic governance.</p> <p>The Project aims to achieve the following results:</p> <ul style="list-style-type: none"> • Administrative and operational capacities for efficient provision of local services enhanced, • Administrative and operational capacities of the local authorities for the implementation of new Metropolitan Municipality Model strengthened, • Institutional capacity of the local authorities in terms of service delivery and adoption of the principles of democratic governance enhanced, • Public awareness on urbanization enhanced through institutional and individual capacity enhancement programmes, • Efficiency of the local services enhanced through online managements systems. <p>LAR Phase III is composed of three components:</p> <p><u>Component 1- Effective Local Service Delivery:</u></p> <p>The main objective of Component 1 is to provide support and recommendation to the MoI and MoEU for the development of draft legislations, which will enable the MoI and MoEU and their staff as well as local administrators (mayors; deputy mayors; heads of the clerk’s department, the financial services department and the planning departments of municipalities) to exercise effective local service delivery methods in the overall local administration scheme. Due to the nature of the Project, some of the activities will be carried out in a concurrent manner.</p> <p><u>Component 2- Capacity Building for New Metropolitan Municipality Model and Inclusive Local Governance Processes:</u></p> <p>The main objective of Component 2 is to enhance the institutional capacity of the local authorities responding to the new responsibilities they are to undertake with the enforcement of new Metropolitan Municipality Model in 2014. In addition, the needs</p>
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		<p>for transparent processes at local authorities will be addressed in the scope of Component 2.</p> <p><u>Component 3- Online Management Information Systems Installed and Updated:</u> The MoI initiated two important databases with YEREL BILGI and BEPER Projects. With this Component, the Project will contribute to improved flow of information and increased accessibility of the available data produced in the form of secondary legislation, decrees and decisions, both at the national and local levels and within the country. Under the current state of functioning, there is no systematic that enables to access all relevant and updated data which prevent to make decisions in a holistic way. MoEU holds its new responsibilities concerning the local authorities after the introduction of the Presidential system in July 2018 and the Project will address the effective communication flow within the departments of the MoEU as well as update of the YEREL BILGI in a way to ensure its linkage with the local. In addition, the technical capacity for effective use of YEREL BILGI will be enhanced and relevant MoI staff will transfer the accumulated knowledge to the staff of MoEU.</p> <p>To implement the above-mentioned activities and realize the objectives of the project, short term international/national consultancy services are sought in the fields stipulated in the enclosed table. (Attachment 2)</p>
3.	Nature of Services and Areas of Expertise	In accordance with the project mentioned above (Section 2), the services will be procured for provision of consultancy services in the fields including but not limited to municipal finance, local services delivery standards, participatory local governance processes, localisation of EU acquis concerning local administrations. (More detailed list of services/tasks are provided in Attachment 2)
4.	Minimum Qualification Requirements	Minimum qualification requirements of respective positions can be found in Attachment 2.
5.	Duration	Individual Consultancy Services will be delivered between December 2019 – June 2020 (with a possibility of extension). Depending on UNDP’s needs and requirements, UNDP may request extension of validity of Offers.
6.	Other Considerations	<p>The following matters will be specified in the specific Terms of Reference, as applicable:</p> <ul style="list-style-type: none"> • Detailed description of tasks and duties of the consultants, • Detailed description of required qualifications and experience, outputs to be delivered by the consultants and payment terms and conditions, • Timeframe and number of person/days to be invested by the consultants, • Duty station, • Place of work, • Logistical arrangements, • Facilities to be provided.