



## **UNITED NATIONS COUNTRY TEAM in TURKEY**

### **Terms of Reference for Consultancy Services for the 2019 Annual Results Report of the United Nations Development Cooperation Strategy (UNDCS) 2016 - 2020**

**Assignment:** Consultant for conducting the 2019 Annual Review of the UNDCS and drafting the UN Annual Results Report

**Duty Station:** Ankara, Turkey

**Duration:** 36 working days between 03 February 2020 and 17 April 2020

**Type of Contract:** Individual Contract

#### **1. Background**

In 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 programme period from 2016 to 2020.

To enable a stronger harmonization and monitoring of the UN System's achievements in these 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 (ToR) 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 results areas, were established. The work of the Results Groups is planned and monitored on the basis of annual Joint Work Plans (JWPs). In addition to the Results Groups, the UN system in Turkey has a number of other inter-agency working and 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.

Given the above, the UNCT seeks one consultant to facilitate the 2019 annual review of the UNDCS and to draft the UN Annual Results Report.

## 2. Purpose of the Assignment

The purpose of the consultancy is to facilitate the 2019 annual review of the UNDCS and to draft the UN Annual Results Report.

## 3. Background Documents

The consultant will review the following documents:

- 1) United Nations Development Cooperation Strategy 2016-2020 (incl. Results Framework);
- 2) The six Joint Work Plans of the Results Groups (RGs);
- 3) Annual Work Plans of inter-agency Working Groups (WGs) and Thematic Groups (TGs);
- 4) UNDG recommended reporting guidelines;
- 5) 10<sup>th</sup> and 11<sup>th</sup> National Development Plan
- 6) 2018 Annual Review Report of UNDCS
- 7) 2019 Mid-year monitoring reports of the Joint Work Plans
- 8) Any other agency or inter-agency document deemed necessary.

## 4. Deliverables and Timeline

Detailed timeline for the Consultant is as follows:

#	Activity	Deliverable	Estimated Number of Working Days to be Invested by the Consultant	Timeframe	To be held on/in	Planned Payment Schedule*
1	Desk review of background documents (see above) and of initial inputs from the RGs, WGs and TGs	Report of desk review	7 w/days	3 <sup>th</sup> February – 14 February 2020		<i>Payments regarding the deliverables will be effected upon approval and acceptance by UN RCO</i>
2	Meeting with the UN Working Group on Monitoring for Strategic Results Working Group and presenting the workplan of the consultancy	Work Plan of the Consultant	1 w/day	Week of 17 February 2020	Skype Call	
3	Collection of further information from the RGs, WGs and TGs (through meetings and/or e-mail communications)	Minutes of meetings	10 w/days	24 <sup>th</sup> February- 6 <sup>th</sup> March 2020	Ankara	
4	Drafting of the 2019 Annual Results Report	First draft of the 2019 Annual Results Report	5 w/days	Second week of March 2020		<i>Payments regarding the deliverables will be effected upon approval and acceptance by UN RCO</i>
5	Presenting the draft report to the UN Monitoring for Strategic Results Working Group	N/A	1 w/days	March 2020	Ankara	
6	Finalization of the 2019 Annual Results Report	Final 2019 Annual Results Report	6 w/days	First week of April 2020		<i>Payments regarding the deliverables will be effected upon approval and acceptance by UN RCO</i>
7	Contingency		6 w/days	Throughout the contract validity		

*\*While the Consultant may invest less or more than the estimated number of working days stated above, the total working days dedicated to the assignment shall not exceed 36 days.*

## **5. Timeframe**

Target Contract **Start** Date: 3 February 2020

Target Contract **End** Date: 17 April 2020

Duration: 36 working/days throughout the Contract validity.

## **6. Payment Conditions**

The consultant shall be paid in accordance with the planned payment schedule (please refer to the Article 4 of the ToR) upon acceptance and approval of deliverables by the UNDP/UNRCO.

The Consultant will be hired under an Individual Contract and will be paid on the basis of the submission of deliverables detailed in the Terms of Reference upon acceptance and approval of the deliverables by UNRCO. Without submission and approval (by UNDP/UNRCO) of the deliverables, the Consultant shall not be entitled to receive any payment from the UNDP/UNRCO even if he/she invests time in the assignment.

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

The consultant shall be paid in USD if he/she resides in a country different than Turkey. If he/she resides in Turkey, the payment shall be realised in TRY through conversation of the USD amount by the official UN exchange rate valid on the date of money transfer. The price proposal will be given in USD.

## **7. Required Qualifications and Experience**

1. At least 5 years of proven experience in writing analytical reports is required;
2. Excellent proven writing skills in English and ability to summarize concepts from different sources is required;
3. Proven experience in monitoring of programmes and conducting programme reviews and drafting programme review reports is required.
4. Knowledge on the global development agenda, including the Sustainable Development Goals, as well as on the national development priorities is required;
5. Familiarity with human rights and the work with the UN is an asset;
6. Experience in Result Based Management Reporting is required;
7. Fluency in English required. Turkish is an asset
8. Familiarity with Turkey context and the work of the UN System in Turkey is asset.
9. Proven experience related to Turkey's development context and UN's work in Turkey will be an asset.

## **8. Duty Station**

Duty station for the assignment is home-based. Two travels to Ankara, Turkey is foreseen as detailed in Article 4. For the missions to Ankara, roundtrip economy class flight tickets for up to two missions will be arranged and borne by UNDP/UNRCO through its travel agent. A per diem not to exceed the official DSA rate of Ankara will be provided to the Consultant as per the actual number of mission days. For any unforeseen travel requested by UNDP/UNRCO, travel related costs will be covered by UNDP/UNRCO. The cost and terms of reimbursement of any travel authorized by UNDP/UNRCO for Individual Contractors must be negotiated prior to travel. During the travels specified in the ToR or in case there is need for additional travels that were unforeseen in the ToR, the respective travels of the consultant may either be;

- Arranged and covered by UNDP/UNRCO 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/UNRCO. The reimbursement of each cost item subject to following constraints/conditions provided in below table;
- covered by the combination of the above options

<b>Cost item</b>	<b>Constraints</b>	<b>Conditions of Reimbursement</b>
Travel (intercity transportation)	full-fare economy class tickets	1. Approval of UNDP/UNRCO before the initiation of travel 2. Submission of the invoices/ receipt, etc. by the consultant with the UNDP's relevant Form 3. Approval of UNDP/UNRCO
Accommodation	Up to 50% of the effective DM 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	

## 9. Duties and Responsibilities of the UNDP

1. UNRCO will provide all relevant background documents. (Please see 3. Background Documents)
2. UNRCO is not required to provide any physical facility for the work the IC
3. UNRCO can facilitate meetings when needed
4. UNRCO will cover travel and accommodation costs of the IC as stipulated in article 8 Duty Station.

## **Annex: Suggested Outline of the Annual Results Report<sup>1</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>2</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 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.

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<sup>1</sup> Copied from the UNDG Guidance Note on Annual Result Report

<sup>2</sup> Especially where a joint steering committee is in place.

### **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.

### **Relevance with Sustainable Development Goals (3-4 pages)**

With a view to assessing the collective progress of the UN development system towards the Sustainable Development Goals, it is expected to analyse the outputs achieved through the year according to their relevance and relation with each sustainable development goal and relevant target. This section will utilize the “Mapping UNDCS with SDGs” matrix prepared by the RCO. This section should also utilize both qualitative and quantitative analysis techniques and include findings derived from the analysis.

### **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 result 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>3</sup></b>	<b>Planned Budget</b>	<b>Expenditures</b>
<b>Outcome 1</b>		<b>Indicator a</b>  <b>Indicator b</b>  <b>Indicator c</b>				
<b>Output 1.1</b>		<b>Indicator a</b>  <b>Indicator b</b>				
<b>Output 1.2</b>		<b>Indicator a</b>				

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<sup>3</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.