



Annex II:

Terms of Reference

Turkey Resilience Project in Response to the Syria Crisis in Turkey

Individual Consultant for Technical Assistance on Increasing Employability in the Renewable Energy Sector

Project Number: 00119651

1. BACKGROUND

As of July 2020, Turkey hosts over 3,5 million Syrians under Temporary Protection.¹ Turkey currently hosts the largest refugee population in the world and continues to demonstrate strong national ownership of the response. The Government of Turkey provides a rights-based legal framework through the Temporary Protection regulation, which offers access to education, health care, employment and social security to Syrians. It is estimated that by the beginning of 2019, the Government of Turkey (GoT) has spent USD 35 billion overall for its support to host the Syrians.

Currently, out of the 3,6 million registered Syrians, more than 96% million live amongst Turkish host communities². 45% of the Syrians are concentrated in 4 provinces in the South East. Within these provinces, there are four municipalities in Turkey, across or close to the Syrian border, each hosting more than 100,000 Syrians. In these cities, the ratio of the Syrian population to that of host communities is higher than 15%, including Kilis, Hatay, Gaziantep and Şanlıurfa³. In addition to that, cities like Istanbul, Konya, Bursa and Izmir are increasingly hosting large numbers of Syrians as well. The large concentration of Syrians in certain areas has increased competition over access to services as well as for instance jobs and livelihoods opportunities, which has affected social cohesion.

UNDP supports the Government of Turkey to respond to this large-scale displacement through its Syria Crisis Response and Resilience Programme in Turkey to strengthen the resilience of refugees, host community members, local municipalities and relevant national institutions to cope with and recover from the impact. UNDP's resilience response strategy is to invest in existing national and local systems to ensure they can adequately serve both host and refugee communities.

The Increasing Employability in the Renewable Energy Sector Project contributes to the following outcomes (directly and indirectly) of the UNDP Strategic Plan of 2018-2021:

1.2.1: Capacities at national and sub-national levels strengthened to promote inclusive economic development

¹ Official data Directorate General for Migration Management, Turkey, January 2020.

² Mostly in the South East, particularly Gaziantep, Kilis, Şanlıurfa, and Hatay.

³ Republic of Turkey – Ministry of Interior Directorate General of Migration Management, Statistics – February 2019.

1.5.1: Solutions adopted to achieve universal access to clean, affordable and sustainable energy

The renewable energy sector contributes, amongst others, to sustainable economic growth through the jobs they provide during the installation, operation and maintenance phases. Because renewable energy systems do not require to be connected to a transmission system (which is the case for oil for instance), energy can be provided in hard to reach locations. During the power generation from renewable energy resources, the negative contribution to the environment is relatively low due to their CO2 emissions which is much less than fossil fuels such as coal, oil and natural gas. As for the spatial dimension, renewable energy provides a benefit especially at the local level by meeting users with their own energy needs.

As a part of this programme, UNDP will implement the “Increasing Employability for Syrian Refugees and Host Communities in the Renewable Energy Sector” (hereinafter referred to as “the Project”), funded by the Government of Korea in response to the Syrian crisis. The project aims to deliver 2 main outputs: Component 1: Enhanced employability through vocational training and skills certification, in the renewable energy sector (solar and wind energy in particular), for an estimated 500 Syrians and Turkish host communities (men and women) and Component 2: Feasibility report for the existing training/vocational training centers/vocational and technical high schools. The overall budget for the Project is 1 million euros to be implemented in 2020-2021. UNDP will recruit a Project management team for the Project.

The implementing partner of the Project is the Ministry of National Education Directorate General for Life-Long Learning.

2. OBJECTIVE AND SCOPE

The objective of this assignment is to receive technical support in providing consultancy services regarding the employability in the renewable energy sector (hereinafter referred to as the “RE Sector”). The IC will work closely with the Project Team and will report to the Project Manager.

3. DUTIES AND RESPONSIBILITIES OF THE INDIVIDUAL CONSULTANT

Within the scope of the Assignment; the Individual Consultant (IC) is expected to provide consultancy services for the below listed activities. The following duties and responsibilities are indicative and subject to further detailing through specific Service Requests during the course of the contract duration.

Component	Measurable Outputs	Activities	Expected Results/ Major Functional Activities
	<u>Output 1.1.</u> Baseline Study on the Current Situation/	<u>Activity 1.1.1.</u> Stakeholder Consultation Meetings	<ul style="list-style-type: none">Providing support to the Project Team with making necessary arrangements and providing technical support for the stakeholder consultation meetings including collecting data to establish a database among the

<p>Component 1: Delivery of Vocational Training and Skills Certification</p>	<p>Demand Analysis on the Renewable Energy Sector</p>		<p>potential stakeholders</p> <ul style="list-style-type: none"> • Attending stakeholder consultation meetings aiming to reveal the major demand and needs of the private sector serving in RE sector • Preparing Stakeholder Analysis Report after the consultation meetings • Providing support for the Establishment of an Advisory Committee (AC) as a result of the stakeholder consultations and AC's Regular Meetings during the implementation of the project
	<p>Output 1.2. Development of a Renewable energy Training Programme</p>	<p>Activity 1.2.1. Identification of the Location for the Training Programme and the Beneficiaries</p>	<ul style="list-style-type: none"> • Providing support during the selection process of the Project provinces • Attending ad hoc meetings when needed
		<p>Activity 1.2.2. Review and Development of the Curricula and Training Materials</p>	<ul style="list-style-type: none"> • Reviewing the existing curricula on renewable energy vocational trainings together with the implementing partner • Development of the curricula of the vocational trainings under the Project together with the implementing partner • Development of the training materials together with the implementing partner
		<p>Activity 1.2.4. Launch of the Renewable Training Programmes</p>	<ul style="list-style-type: none"> • Providing technical support during the launch of the training programmes • Monitoring and Evaluating of the training programmes delivered in the selected provinces and follow-ups • Directing the graduates of the training programme to İŞKUR

			and/or other institutions for potential livelihoods opportunities.
<u>Component 2:</u> Feasibility Report	<u>Output 2.1:</u> Development of a Feasibility Report	<u>Activity 2.1.1.</u> Development of a Feasibility Report	<ul style="list-style-type: none"> • Providing support during the preparation of the Feasibility Report <ul style="list-style-type: none"> ○ Preparation of technical sections of tender documents with supervision of the Project Manager and take part in the evaluation process. ○ Providing Support to the Project Team with Monitoring and Evaluation of the feasibility study to be conducted.

The above listed activities are subject to change (without affecting the subject matter of the Contract) with consent of the respective UNDP Project Manager of “Turkey Resilience Project in Response to the Syria Crisis: Increasing Employability for Syrian Refugees and Host Communities in the Renewable Energy Sector” (UNDP Project Manager).

4. DELIVERABLES

The individual Consultant is expected to invest (*at maximum*) 100 working 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. Individual Contractor shall submit deliverables identified by specific service requests with time sheet 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 Managers within the deadlines to be set in the specific service requests.

All deliverables/reports shall be submitted in English.

5. INSTITUTIONAL ARRANGEMENTS

UNDP will provide all relevant background documents. UNDP is not required to provide any physical facility for the work of the IC. However, depending on the availability of physical facilities (e.g. working space, printer, telephone lines, internet connection etc.) and at the discretion of the UNDP, implementing and local partners such facilities may be provided at the disposal of the IC. UNDP will facilitate meetings between the IC and other stakeholders, when needed. The Consultant will report to the UNDP Project Manager.

6. REQUIRED QUALIFICATIONS

The following table demonstrates the required qualifications of the IC to be selected for this Assignment.

	Minimum Requirements	Assets
General Qualifications	<ul style="list-style-type: none"> Bachelor’s degree in a relevant Engineering field (e.g. environmental, industrial, mechanical etc.) or another related field. Proficiency in Turkish and English is required 	<ul style="list-style-type: none"> Knowledge on the Renewable Energy in Turkey is considered an asset. Academic (both empirical and theoretical) research and publications on renewable energy is considered an asset.
General Professional Experience	<ul style="list-style-type: none"> At least ten (10) years of general professional experience is required. 	<ul style="list-style-type: none"> Experience in training programmes on renewable energy and employability is considered an asset. Experience in renewable energy sector in solar and/or wind energy will be an asset. Experience in Monitoring and Evaluation of training programme is an asset.
Specific Professional Experience	<ul style="list-style-type: none"> At least five (5) years of relevant experience in the last 10 years as a trainer/consultant/expert on RE Sector, and/or working with private sector companies for RE Sector are required. 	<ul style="list-style-type: none"> Experience in development of vocational training materials in solar and/or wind energy will be an asset. Experience in developing feasibility studies in renewable energy investments (including development of training centers) will be an asset.

Notes:

- Internships (paid/unpaid) are not considered professional experience.
- Obligatory military service is not considered professional experience.
- Professional experience gained in an international setting is considered international experience.

7. TIMING AND DURATION

The Assignment is expected to start on 01 March 2020 and expected to be completed by 31 December 2020. The Consultant is expected to invest (at maximum) 100 human/days to fulfil the required tasks as per specific service requests to be made by UNDP throughout contract validity.

8. DUTY STATION

Duty Station for the assignment is home-based. It may be expected that the IC travels to target locations (UNDP Premises in Ankara and İzmir, Mersin and Gaziantep; potential Project provinces where Public Education Centers and Vocational High Schools are located such as Konya and Bursa) within the scope of the work. It is required that the terms of such travels are approved by the UNDP Project Manager prior to each travel. The details of the travels will be outlined in relevant specific service requests.

In case travel is needed, all travel and accommodation costs of these missions out of the residence of the IC will be borne by UNDP. The costs of these missions may either be;

- Arranged and covered by UNDP Turkey CO from the respective project budget without making any reimbursements to the IC (any assignment-related travel (economy class), accommodation (bed & breakfast) outside duty station will be arranged by the travel agency UNDP works with, when necessary, by receiving prior approval of UNDP) or,
- Reimbursed to the consultant upon the submission of the receipts/invoices of the expenses by the consultant and approval of the UNDP. The reimbursement of each cost item is subject to following constraints/conditions provided in below table;
- Covered by the combination of both options.

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	

9. 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(s), duly approved by Project Manager, which shall serve as the basis for the payment of fees.

The amount paid to the expert 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 deliverables 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 IC shall be paid in USD if he/she resides in a country different than Turkey. The payment shall be realized in USD through conversion of the TRY amount by the official UN exchange rate valid on the date of money transfer. If the IC resides in Turkey, payments shall be effected in TRY. The amount paid to the expert shall be gross and inclusive of all associated costs such as social security, pension and income tax etc.

Tax Obligations: 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.