

## ANNEX II

### Terms of Reference

for

#### Deliverable-based Individual Contract for Reports and Monitoring Analyst (RMA)

#### BACKGROUND

UNDP Syria Cross-border programme, based in Gaziantep Turkey, is implementing a set of early recovery activities across the entire Syrian territories under the Whole of Syria architecture. The programme is organized around three pillars: Restoration of Basic Services and Infrastructure; Livelihoods Recovery, and Social Cohesion and Community Security. All three pillars work on area-based plans in an integrated manner, and in coordination with the other humanitarian and resilience actors.

Within the scope of Syria Cross-border programme, UNDP will mobilize an Individual Contractor (IC) to provide services on reporting and monitoring for programme activities.

#### 1. OBJECTIVE AND SCOPE

Under the overall guidance of the Programme Manager, the Individual Contractor (IC) will provide services through provision of high-quality reports and monitoring of the project's progress on the ground and liaise with implementing partners.

The individual Contractor works in close collaboration with the operations, programme and project staff in the UNDP, Syria and other UN and non-UN entities as required to exchange information and support programme delivery.

#### 2. ACCRONYMS AND ABBREVIATIONS

Unless otherwise noted;

- *The Assignment* refers to the present Assignment
- *UNDP* refers to UNDP Syria Cross-border programme,
- *Project Managers* refers to Project Managers of each Project under Syria Cross-border programme.

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

Within the scope of the Assignment, the Individual Contractor will be responsible for day-to-day affairs and tasks related to reporting, documentation and monitoring as outlined in the ToR to ensure a coherent team, timely and effective delivery of programme objectives and a proactive response of UNDP to changes in the country context.

The key results have an impact on the overall effectiveness of UNDP's work in Turkey and across the border in Syria. The efficient and timely achievement of project's results will strengthen UNDP's position as a strong and reliable development partner and satisfaction on the part of the humanitarian partners in Turkey and Syria.

The Individual Contractor will undertake following major tasks;

- Continuous coordination with project partners for project monitoring and data collection
- Provision of regular update and input in monitoring of project activities, to assess overall project implementation with respect to project objectives, outputs and indicators;

- Provision of effective troubleshooting, suggestion for corrective measures to be undertaken, and make arrangements of technical assistance to implementing partners based on results of monitoring, where necessary;
- Timely drafting and reporting of progress reports etc. to donors to ensure that the reporting requirements are met in a timely manner.
- Timely collection of information and drafting of 'human interest stories' of persons impacted by UNDP supported programming
- Provision of guidance to implementing partner and serves as focal point for M&R in line with UNDP monitoring and reporting policies, procedures and practices;
- High-quality data presentations, data maps, statistical spreadsheets for internal and external consumption: government, other UN agencies, etc.
- Effectively showcase to external stakeholders on progress made and impacts delivered;
- Analysis based on data collection for the evaluation process as necessary and requested by independent evaluators;
- Provision of high quality of data and strategic inputs for improving the existing M&R systems and timely implementation of monitoring recommendations;
- Effective support to project staff in identification, documentation, synthesis of lessons learned and best practices to be integrated into broader knowledge management efforts;
- Contribution to the implementation of Evaluation Knowledge Management and Learning Strategy;
- Draft concept notes and proposals in the light of programmatic learning and needs from the field;
- Established system and updated documentation of research reports, studies and evaluations are maintained. This includes the collection and documentation of relevant reports from government research bodies, national and international agencies, etc.

If required by the UNDP, the Individual Contractor may provide additional consultancy services on topics related to her/his competencies and expertise area for other activities of the Project.

#### 4. DURATION AND DELIVERABLES

The deliverables expected from the consultant are as follows:

#	Deliverables	Target Date for Submission of Deliverables to UNDP	Maximum Number of man/days to be invested by IC
1	Monthly Activity Report& Time Sheet	31 April 2020	15
2	Monthly Activity Report& Time Sheet	30 May 2020	21
3	Monthly Activity Report& Time Sheet	30 June 2020	22
4	Monthly Activity Report& Time Sheet	31 July 2020	22

<b>5</b>	Monthly Activity Report& Time Sheet	<b>31 August 2020</b>	<b>22</b>
<b>6</b>	Monthly Activity Report& Time Sheet	<b>05 October 2020</b>	<b>24</b>
<b>Total Working Days</b>			<b>126</b>

The payment conditions indicated herein represents the maximum amount to be paid and will be based on the actual number of man/days invested for the development of each deliverable listed in the above table. The total man/days of the consultant (consecutive or non-consecutive man/days) dedicated to the assignment shall be at a maximum **126 days throughout the contract validity.**

Payments will be made on a monthly basis upon receipt of deliverables. Without submission and approval (by UNDP) of the above listed deliverables, Consultant shall not be entitled to receive any payment from UNDP even if he/she invests time in this assignment.

▪ **Reporting Line**

The Consultant will be responsible for the Project Manager for the completion of the tasks and duties assigned in Article 4. The reports shall be submitted to the UNDP Project Manager for final approval. All the reports are subject to approval from UNDP Project Manager to realize the payments to the consultant.

▪ **Reporting Language and Conditions**

The reporting language should be in English. All information should be provided in electronic versions in word and PDF format. The consultant shall be solely liable for the accuracy and reliability of the data provided, links to sources of information used.

**5. INSTITUTIONAL ARRANGEMENT**

UNDP will provide all relevant background documents. UNDP is not required to provide any 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. UNDP will facilitate meetings between the IC and other stakeholders, when needed.

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

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

**6. REQUIRED QUALIFICATIONS**

The following table demonstrates the required qualifications of the consultant(s) to be mobilized within this Assignment.

	Minimum Requirements	Assets
<b>General Qualifications</b>	<ul style="list-style-type: none"> <li>– University Degree (taught in English language) in Social Sciences or a relevant field.</li> <li>– Fluency in English</li> <li>– Hands-on Experience in the usage of computers and office software packages (MS Word, Excel, etc.)</li> </ul>	
<b>General Professional Experience</b>	<ul style="list-style-type: none"> <li>- At least three (3) years of general professional experience</li> </ul>	<ul style="list-style-type: none"> <li>– Experience of working in international projects or in international NGOs or organizations such as UN agencies, World Bank, EU.</li> </ul>
<b>Specific Qualifications</b>	<ul style="list-style-type: none"> <li>- Minimum two (2) years of working experiences in humanitarian or development sector.</li> </ul>	<ul style="list-style-type: none"> <li>– Demonstrated skill set in English language report writing is an asset.</li> <li>– Demonstrated experience of international assignments is an asset</li> </ul>
<p><b>Notes:</b></p> <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>• Experience gained prior to completion of undergraduate studies is not considered professional experience.</li> </ul>		

## 7. TIMING AND DURATION

The Assignment is expected to start on 06 April 2020 and expected to be completed by 30 September 2020. The Consultant is expected to invest (at maximum) 123 human/days to fulfil the required tasks as per the project requirements.

## 8. DUTY STATION

Duty station for the assignment is Gaziantep, Turkey.

Additional travels as may be necessitating by project requirements such as workshops, meetings and site visits may be added, based on the assignment upon approval of UNDP.

In cases where travel is needed, the terms in Article 6 of this Terms of Reference with regards to travel and accommodation will govern, and the consultant will be required to provide a medical clearance report before the travel.

As per UNDSS rules, the IC is responsible for completing necessary online security trainings and submitting certificates and travel clearances prior to assignment-related travels.

Assignment related travel and accommodation costs outside the duty station will be borne by the Project.

In case of unforeseen travels (to be approved by UNDP in advance), the following may apply for travel and accommodation costs:

- Arranged and covered by UNDP CO from the respective project budget without making any reimbursements to the IC or,
- Reimbursed to the IC upon the submission of the receipts/invoices of the expenses by the IC and approval of the UNDP. The reimbursement of each cost item is subject to the 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)	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

Payments will be made within 30 days upon acceptance and approval of the corresponding deliverable by UNDP on the basis of actual number of days invested in that respective deliverable and the pertaining Certification of Payment document signed by the IC and approved by the responsible Project Manager. While the IC may invest less or more than estimated number of man/days for each deliverable different than table which is given in Section 4, the total amount of payment to be affected to the IC within the scope of this contract **cannot exceed equivalent of 126 days throughout the contract validity**. If the deliverables are not produced and delivered by the consultant to the satisfaction of the UNDP, no payment will be made even if the consultant has invested man/days to produce and deliver such deliverables. The IC shall be paid in USD. The amount paid to the IC 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.