



## **Terms of Reference for**

### **Framework Based Consultancy Services on Urban Adaptation to Climate Change**

## **1 BACKGROUND**

UNDP is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life.

The Climate Change and Environment Portfolio's strategy is focusing on promoting change at scale through investing in national capacity to respond in addition to piloting and prototyping development solutions that have the potential to lead to transformational change. Also, a key element of the strategy is to apply the integrated ecosystem approach, to help establish mechanisms to value ecosystem services with a view to address the market failures to fully reflect the true value of ecosystem services.

The portfolio strategy requires the establishment of programmatic partnerships, as a cross-cutting area, 'with different ministries, international organizations (inter alia UNEP, UNIDO, WB, EBRD and FAO), universities and CSOs, collaboratively adding value to the ongoing work of these stakeholders. The Climate Change and Environment (CCE) Portfolio focuses on three programmatic areas that complement each other: 1-Natural Resource Management contributing to sustainable environment management and conservation of natural resources in production landscapes, within the general framework of the ecosystems approach; 2- Climate Change and Disaster Resilience (including chemicals and waste) strengthening institutional capacities for analysis and risk management for resilience with a specific emphasis on climate change, and 3- Cooperation with relevant stakeholders to promote energy efficiency and renewable energy.

In the view of the above, a consultant as Urban Adaptation Expert will provide framework-based consultancy services as necessary for all of projects on Climate Change and Disaster Resilience.

## **2 OBJECTIVE AND SCOPE**

The objective of the assignment is the provision of technical expertise on urban adaptation to all projects under CCE Portfolio. The main scope of the assignment is to provide technical inputs, develop implementation strategies, guide other consultants, conduct analyses/assessments and prepare technical reports and other project related documents from urban adaptation viewpoint.

## **3 DUTIES AND RESPONSIBILITIES OF THE INDIVIDUAL CONSULTANT**

UNDP will mobilize an individual consultant (IC) as Urban Adaptation Expert on a framework contract basis. Within the scope of the assignment, IC shall perform the following generic functions (but not limited to):

- Coordinating and guiding the preparation of Urban Adaptation Strategies and Action Plans (UASAPs), urban typology framework and adaptation guidelines and Monitoring and Evaluation Systems for the UASAPs in close contact/interaction with the national and local stakeholders as well as the EU/international counterparts to duly reflect the existing EU/international know-how and expertise into project activities.
- Providing technical input to the work on climate change impact and vulnerability assessment at national, regional and urban level, preparation of the updated National Adaptation Strategies and Action Plans (NASAP), adaptation plan implementation guidelines for priority sectors, Monitoring and Evaluation Systems for the NASAP and grant programme, analysis of the mitigation co-benefits of adaptation actions, nature based solutions catalogue, innovative business models and financing mechanisms to deploy distributed renewable energy generation, National Adaptation Platform, local climate change web portal and supporting other activities including but not limited to desk reviews, assessments, preparation and organization of trainings, conferences, study visits, interviews, surveys, outreach and dissemination materials, monitoring and evaluation of project activities, technical assistance to the grant programme etc.
- Conducting analyses/assessments and preparing technical reports and other project related documents/materials.
- Quality check and editing the reports and other related documents/materials prepared by other experts.
- Supporting the Climate Change Project Managers for lessons learned with regards to various project activities and vice versa.

The above-mentioned duties and responsibilities are indicative and subject to further detailing through specific service requests to be made by UNDP during the contract duration.

If required by UNDP, the IC may be requested to provide additional consultancy services on topics related to her/his consultancies area, which are not indicated above. The detailed tasks will be provided in specific service requests.

## **4 INSTITUTIONAL ARRANGEMENTS**

UNDP will provide to IC 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, computer, printer, telephone lines, internet connection etc.) and at the discretion of the UNDP and relevant stakeholders, such facilities may be provided at the disposal of the IC. UNDP will facilitate meetings between the ICs and other stakeholders, when needed.

All document and data provided to the IC are confidential and cannot be used for any other purposes or shared with a third party without any written approval from UNDP.

The IC shall report to CCE Portfolio Manager of UNDP and work in close collaboration with the Climate Change Project Managers.

After submission of the deliverables elaborated in specific Service Requests, UNDP may have some comments and revision requests on the deliverables. The IC shall address the comments of UNDP and shall revise the deliverables as per the comments within at most 10 calendar days following notification of comments by UNDP to the IC.

## 5 EXPECTED OUTPUTS AND DELIVERABLES

The IC will work as a IC and expected to invest (at maximum) **420 working days** throughout contract duration.

The framework contract will be executed based on assignments detailed in each specific service requests to be prepared by UNDP. Service requests will be developed by the CCE Portfolio Project Managers or CCE Portfolio Manager and the time schedule for each assignment will be determined by UNDP in consultation with the IC. Service request will be effective upon signing and return by the IC.

The Assignments may include interim and final deliverables, which will be defined in the specific service requests to be made by UNDP to the IC within the scope of Terms of Reference.

### **Reporting:**

The IC will be responsible to the Climate Change Project Managers and CCE Portfolio Manager for the completion of the tasks and duties assigned. The reports shall be submitted to the CCE Portfolio Manager for final approval. All the reports are subject to approval from CCE Portfolio Manager to realize the payments to the IC.

The language for all reports shall be in English with a Turkish executive summary if/when necessary.

The IC shall be solely liable for the accuracy and reliability of the data provided, links to sources of information used.

The title rights, copyrights and all other rights whatsoever their nature in any material produced under the provisions of this ToR will be vested exclusively in UNDP Turkey CO.

## 6 REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The following table demonstrates the required qualifications of the candidate to be recruited for this assignment. The required qualifications of this expert are as follows:

	Minimum Requirements	Assets
<b><i>General Qualifications</i></b>	<ul style="list-style-type: none"><li>• University degree in urban development, city planning, urban resilience, engineering, economy/business, social sciences or related fields (5 points)</li><li>• Good command of spoken and written English (4 points)</li></ul>	<ul style="list-style-type: none"><li>• Master's degree in urban development, city planning, urban resilience, engineering, economy/business, social sciences or related fields (5 points)</li></ul>
<b><i>Professional Experience</i></b>	<ul style="list-style-type: none"><li>• Minimum 6 years of general relevant professional experience (10 points)</li></ul>	

<b>Specific Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 3 years of specific working experience in urban and/or regional planning and/or city development plans/policies (15 points)</li> <li>• Working experience in at least 2 projects as a specialist/expert/consultant in urban and/or regional planning and/or city development plans/policies (15 points)</li> </ul>	<ul style="list-style-type: none"> <li>• Project experience in climate change impacts and vulnerability in urban areas (8 points)</li> <li>• Project experience in urban climate adaptation policies and actions in Turkey (8 points)</li> </ul>
Notes: <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>• Professional experience gained in an international setting is considered international experience.</li> </ul>		

UNDP is committed to achieving workforce diversity in terms of gender, race, ethnicity, indigenous identity, disability and culture. Individuals from all genders, minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with utmost confidentiality.

## 7 TIMING AND DURATION

The assignment is expected to start in May 2020 and be completed by on 08.10.2023. The IC is expected to invest **maximum 420 working days throughout the contract duration.**

## 8 PLACE OF WORK

Place of work for the assignment is home-based. All travel, accommodation and living costs in duty station (home based) will be covered by the IC. It may be required that the IC travels out of the duty stations within the scope of this Terms of Reference. In case of travel out of the duty station is needed, the travel and accommodation costs of these missions will be borne by UNDP. The cost and terms of reimbursement of any travel authorized by UNDP for IC must be negotiated prior to travel. The respective travels of the IC may either be;

- 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 subject to following constraints/conditions provided in below table;
- covered by the combination of the above 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 consultant with
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	the UNDP's F-10 Form 3- Approval and acceptance by UNDP of the invoices and F-10 Form.
Other Expenses (intra city transportations, transfer cost from /to terminals, etc.)	Up to 20% of effective DSA rate of UNDP for the respective location	

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

## 9 PAYMENTS

The Contract to be signed between UNDP and successful candidate 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. Service Requests will be detailed and signed by both parties for a Service Request to be effective. However, if the deliverables are not produced and delivered by the IC to the satisfaction of UNDP as approved by the CCE Portfolio Manager, no payment will be made even if the IC has invested working/days to produce and deliver such deliverables.

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 IC. Payments will be made against submission of the deliverable(s) in the specific service requests by the IC and approval of such deliverables by UNDP.

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

Payments will be made within 30 days upon acceptance and approval of the corresponding deliverable by UNDP based on actual number of days invested in that respective deliverable and the pertaining Certification of Payment document signed by the expert and approved by the respective Climate Change Project Manager and UNDP Climate Change and Environment Portfolio Manager. **The total amount of payment to be affected to the IC within the scope of this contract cannot exceed 420 working/days.**

**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.