



Annex 1:

Terms of Reference

Effective Urban Waste Management for Host Communities Phase II: Strengthening Social Cohesion through Participatory Waste Management Project

Individual Consultant for

Incentive Systems on Recycling and Zero Waste

Project Number: 106724

1 BACKGROUND

UNDP Turkey works for progress in four core areas:

- 1) inclusive and democratic governance;
- 2) inclusive and sustainable growth;
- 3) climate change and environment;
- 4) Syria Crisis Response and Resilience,

In addition to these core areas, UNDP Turkey is emphasizing the role of women, private sector, capacity development, information and communication technology in its policies and programmes. To achieve progress in these areas, UNDP seeks to establish partnerships with the central government, local administrations, civil society, academia and private sector to strengthen its contribution to Turkey's development. UNDP works closely with line ministries to support the efficient implementation of development projects and programmes. UNDP Turkey also collaborates with other UN agencies present in Turkey to maximize the impact of the UN's activities in the country, including through joint initiatives on women, youth, internally displaced persons and the Sustainable Development Goals.

As of March 2020, Turkey hosts around 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.

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

Currently, out of the 3,5 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 20%, 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.

As a part of this programme, UNDP will implement the “Effective Urban Waste Management for Host Communities Phase II: Strengthening Social Cohesion through Participatory Waste Management” Project (hereinafter referred to as “the Project”), funded by United States Bureau of Population Refugees and Migration (USBPRM) in response to the Syrian crisis. The main aim of the Project is to increase livelihoods and strengthen social cohesion of Syrians and host community members through recycling incentives. The overall budget for the Project is 3 million US Dollars to be implemented in 2019-2020-2021.

The implementing partner of the Project is the Ministry of Environment and Urbanization.

2 OBJECTIVE AND SCOPE

The overall objective of this assignment is to receive technical and administrative support in providing consultancy services regarding the establishment of the incentive systems on recycling and “Zero Waste” in Kilis Province and Haliliye District of Şanlıurfa Province. The individual consultancy services are expected to provide technical assistance, input and information for the establishment and development of the incentive systems. The locations of the above-mentioned task will be Şanlıurfa /Haliliye District and Kilis.

The IC will work closely with the Project Team and will report to the Syria Crisis Response and Resilience Portfolio Manager (UNDP Portfolio Manager).

The IC will work on a framework contract basis. Specific activities and deliverables expected from the IC will be articulated in specific service requests to be made by UNDP during the contract.

3 DUTIES AND RESPONSIBILITIES OF THE INDIVIDUAL CONSULTANT AND UNDP

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 contract duration.

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 – March 2020.

- Examine the reports and documents prepared within the Project such as; stakeholder analysis report, project document, needs analysis report for Kilis and Şanlıurfa Haliliye Municipalities, etc.
- Examine the incentive systems of model municipalities and if necessary, study visits should be realized to the related municipalities (at least 2 municipalities in Turkey)
- Work in close cooperation with the targeted municipalities for the establishment of the incentive systems.
 - Conduct meetings with Kilis Municipality
 - Conduct meetings with Haliliye Municipality
 - Conduct meetings with the project beneficiary households and other relevant public institutions, private sector and NGO representatives regarding the incentive system
 - Conduct interviews in Kilis center
 - Conduct interviews in Haliliye center
- Provide technical and administrative support to the Project Team in selecting the company that will develop the mobile application system which is thought to be implemented in parallel with the incentive system.
- Conduct meetings with the related company together with project team for the development of the application system.
- Prepare and submit Draft Incentive System Report and present the incentive system to the related Municipalities and UNDP Project Team.
- Prepare final incentive systems report together with the update needs.
- Share and discuss the final incentive systems with UNDP Project Team and Related Municipalities.
- Finalize the Incentive System Report and submit the report to UNDP Project Team.
- Try the mobile application and incentive system together with the company that will prepare the mobile application in the related cities and make further alignments.

The above listed activities are subject to change (without affecting the subject matter of the Contract) with consent of the respective UNDP Projects Coordinator of “Effective Urban Waste Management for Host Communities Phase II: Strengthening Social Cohesion through Participatory Waste Management” Project.

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 Portfolio Manager.

4 EXPECTED OUTPUTS AND DELIVERABLES

The Assignment will include deliverables to be defined and detailed in the specific service requests to be made by UNDP to the IC. IC deliverables will be subject to certification and approval by the UNDP Portfolio Manager within the deadlines to be set in specific service requests.

All reports shall be submitted in Turkish.

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ESTIMATED INPUT BY THE INDIVIDUAL CONSULTANT

The IC is expected to invest (at maximum) **100 working/days**, which will be detailed through specific service requests during the contract period. Time spent for travels will not be included in 100 working/days.

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REQUIRED QUALIFICATIONS

The following table demonstrates the required qualifications of the IC to be selected for this Assignment. The expected qualifications of this expert are as follows:

General Qualifications	Professional Experience	Specific Experience
<ul style="list-style-type: none"> University Degree in engineering, social sciences, administrative sciences, law or any other relevant field is required (6 pts) Advanced (Masters degree or higher) degree in environmental engineering is an asset.(4 pts) Proficiency in Turkish is required. (3 pts) Proficiency in English is an asset.(2 pts) 	<ul style="list-style-type: none"> At least 10 years of general professional experience is required. (10 pts) 	<ul style="list-style-type: none"> Minimum five (5) years of relevant experience (<i>as a consultant, academic, expert or similar position at public or private sector organizations or NGOs</i>) on recycling, waste management or zero waste is required. (15 pts) At least 1 year of experience on incentive systems on recycling and/or zero waste is required. (15 pts) Experience and knowledge about developing an incentive system for municipalities is an asset. (<i>will be verified through an interview</i>). (7 pts) Knowledge on design, development of mobile application systems on zero waste will be considered as an asset (<i>will be verified through an interview</i>). (5 pts) Knowledge on Turkish local governments and municipalities regulation, laws related with zero waste and recycling will be considered as an asset. (<i>will be verified through an interview</i>). (3 pts)

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.

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 on 01 August 2020 and is expected to be completed by 30 November 2020. On the other hand, the duration of the assignment may be extended till the end of June 2021 depending on extension of the project and consent of the IC to perform services with the same daily rates in the Offeror's Letter to UNDP.

8 PLACE OF WORK

Place of work for the assignment is home-based. It may be expected that the IC travels to target locations (*UNDP Premises in Ankara; Project provinces of Şanlıurfa and Kilis and model municipalities that will be determined in Turkey*) within the scope of the work. It is required that the terms of such travels are approved by the UNDP Portfolio Manager or Projects Coordinator 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 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	
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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. Payment terms and conditions will be specified in 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 specific service requests by the IC and approval of such deliverables by UNDP. However, if the deliverables are not produced and delivered by the Consultant to the satisfaction of UNDP as approved by the responsible UNDP Portfolio Manager, no payment will be made even if the IC has invested working/days to produce and deliver such deliverables.

The expert shall be paid in US\$ if he/she resides in a country different than Turkey. If he/she resides in Turkey, the payment shall be realized in TRY through conversion of the US\$ amount by the official UN exchange rate valid on the date of money transfer.

The amount paid to the expert 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 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 UNDP Portfolio Manager. The total amount of payment to be effected to the IC within the scope of this contract cannot exceed equivalent of **100 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.