

## Call for Expression of Interest for Consultants on “Enhancing Adaptation Action in Turkey Project”

REF: UNDP-TUR-CCE-2019-EoI

### INSTRUCTIONS TO APPLICANTS

General		
1.	<b>Eligibility</b>	This “Call for Expression of Interest” is open for individual consultants.
2.	<b>Purpose</b>	<p>The aim of the Call is to establish a qualified pool of consultants who can deliver professional services on a short-term basis in the field of climate change adaptation for several different roles and responsibilities.</p> <p>Thematic areas to be covered, are listed in Attachment 1 (Generic Terms of Reference).</p>
3.	<b>Deadline</b>	<p>Deadline for initial applications is <b>31.09.2020</b> (The project needs to deploy several IC holders.)</p> <p>The Call for Expression of Interest will be open until <b>31.12.2020</b> (subject to extension, as needed by UNDP), since the project will need to deploy IC holders throughout the project duration.</p> <p>The first round of applications will be done after the deadline. Then, UNDP will evaluate the applicants starting from Monday in the last week of each month, as a routine practice.</p>
Preparation and Submission of Applications (Expression of Interest)		
4.	<b>Language</b>	All applications shall be made in English. Applications in languages other than the English Language may be automatically eliminated by UNDP without a further request for clarification and/or completion.
5.	<b>Submissions</b>	<p>All submissions and inquiries shall be emailed to <a href="mailto:tr.icproposal@undp.org">tr.icproposal@undp.org</a></p> <p>The subject line must be indicated as, <b>REF: UNDP-TUR-CCE-2019-EoI</b></p>
6.	<b>Documents</b>	Submissions shall include Application Form (Attachment 2), P11 and short motivation letter of the candidate.
7.	<b>Validity Period</b>	All applications will be assumed to be valid until 31.12.2023.
Evaluation and Award of Contracts		
8.	<b>Step 1: Expression of Interest &amp; Long-listing</b>	<p>The applications (Expression of Interest) will be reviewed by an evaluation committee against the minimum requirements, defined in the attached generic terms of reference.</p> <p>Applicants meeting the minimum requirements (pass/fail) will be included in the roster. Screening process will be repeated on a monthly basis (or more frequently when needed) to review the incoming applications and expand the roster accordingly.</p> <p>The outcome of the long-listing process is to establish a roster of consultants meeting the minimum requirements of the generic terms of reference, categorized in accordance with the level, type and area(s) of expertise of the consultants.</p>

<p><b>9.</b></p>	<p><b>Step 2: Specific Terms of Reference &amp; Short-listing</b></p>	<p>The project management unit will prepare specific Terms of Reference (ToR) for each assignment. Assignment-based specific terms of reference will include (a) specific set of required qualifications and (b) the level, type and area(s) of expertise, required for fulfillment of the assignment.</p> <p>Assignment-based specific terms of reference will be sent (e-mailed) to the long-listed consultants, qualifications of whom meet the level, type and area(s) of expertise, identified in the relevant specific ToR.</p> <p>The invitees will be provided with the opportunity to update their CVs with a view to highlight their qualifications and experiences that are most relevant to the requirements of the specific Terms of Reference. Invitees may also prefer not to update their CVs in which case the CVs submitted during the expression of interest will be taken into account.</p> <p>A short-listing committee will review and score CVs of the candidates, based on the specific set of qualifications, indicated in the assignment-based specific terms of reference. The outcome of the short-listing process is a list of consultants that meet the minimum requirements in the assignment-based specific Terms of Reference, scored in accordance with the technical evaluation criteria indicated in the relevant ToR.</p>
<p><b>10.</b></p>	<p><b>Step 3: Price Proposal</b></p>	<p>Short-listed candidates will be asked to submit their price proposals, by following the guidelines and price proposal submission template to be sent to the short-listed candidates along with the request for submission of price proposal. Only successful candidates will be contacted as a result of the process.</p>
<p><b>11.</b></p>	<p><b>Award Criteria</b></p>	<p>To be specified in the specific Terms of Reference.</p>
<p><b>12.</b></p>	<p><b>Attachment</b></p>	<p>Attachment 1: Generic Terms of Reference Attachment 2: Application Form Attachment 3: P11 Attachment 4: General Terms and Conditions</p>

\* All the applications will be received through email. UNDP will not assume any responsibility for any failure regarding transmission and/or receipt of emails. UNDP will not accept any liability and/or cannot be kept liable for not receiving email submissions that are rejected by its servers due to the excessive size of the email (e.g. larger than 10 MB), virus, spam etc. No phone inquiries will be accepted regarding receipt of applications.

\*\* The UNDP reserves the right to cancel the application, evaluation and/or the award process and reject all applications at any time prior to award of an agreement without incurring any liability to the affected applicants. Only shortlisted candidates will be contacted.

\*\*\* UNDP implements several projects and programmes, applications to this call for expression of interest will be considered for specific projects. Candidates to be long-listed may not be automatically considered for other opportunities.

## Attachment 1: Generic Terms of Reference

<p>1.</p>	<p><b>Background</b></p>	<p>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, and countries meeting Sustainable Development Goals. One the main areas for UNDP is climate change and environment focusing on several subjects including adaptation, mitigation, reporting, and capacity building. Under the CCE portfolio of UNDP Turkey, there are several projects have been running in partnership of several actors at different scales, namely 7<sup>th</sup> National Report and 3<sup>rd</sup> Biannual Report, Enhancing Adaptation Action in Turkey, Energy Efficient Electrical Motors, Sustainable Financing for Photovoltaics in Forest Villages, Invasive Alien Species in Marine Ecosystem, Sustainable Forest Management.</p> <p>The overall objective of the EU funded Enhancing Adaptation Action in Turkey Project is to build societal resilience by strengthening climate change adaptation, particularly at sector and urban level and through stronger national and international networks.</p> <p>The specific purpose of this Project is to establish an enabling environment for climate change adaption in Turkey by developing the policy, technical and operational baselines, including (i) better decision-making tools for national climate change adaptation policies, (ii) urban adaptation planning solutions (urban adaptation strategies and action plans), (iii) capacity building and networking activities for climate change adaptation with the EU and the international community, and (iv) a climate change adaptation grant programme to implement climate change adaptation action.</p> <p>Estimated results:</p> <p>Result 1. Develop better decision-making tools for climate resilient sustainable development.</p> <p>Result 2. Develop adaptation and resilience planning in urban areas</p> <p>Result 3 Develop capacity for climate change adaptation action</p> <p>Result 4 Improve operational capacity for climate change adaptation action through a climate change adaptation grant programme</p>
<p>2.</p>	<p><b>Purpose and Scope</b></p>	<p>The overall objective of the project is to support adaptation to climate change.</p> <p>The consultants are to be involved in different short-term consultancy positions with regards to adaptation to climate change.</p>
<p>3.</p>	<p><b>Nature of Services and Areas of Expertise</b></p>	<p>In accordance with the project mentioned above, the services will be procured for preparation and/or delivery of training on the following expertise areas:</p> <ol style="list-style-type: none"> <li>1) Adaptation to climate change with sectors or cities;</li> <li>2) Climate finance;</li> <li>3) Climate change scenarios and modelling;</li> <li>4) Climate change adaptation national and international networks;</li> <li>5) Climate change adaptation training and capacity building;</li> <li>6) Community based/local climate change adaptation solutions.</li> </ol>

4.	<p><b>Required Minimum Qualifications and Experience</b></p>	<p>An applicant must possess the following qualifications and experience:</p> <p><b>Education:</b> University degree in environmental sciences, earth sciences, engineering, social/economic sciences, governance or any other related fields.</p> <p><b>Language:</b> Excellent oral and written communication skills in English.</p> <p><b>General Professional Experience:</b> Minimum 3 years relevant professional experience (note: obligatory military service, internships and experience gained prior to obtainment of a university degree is not considered professional experience)</p> <p><b>Specific Professional Experience:</b> Minimum 1 year of practical work experience in climate change adaptation.</p>
5.	<p><b>Duration</b></p>	<p>Services will be prepared and delivered between October 2019 – October 2023.</p>
6.	<p><b>Other Considerations</b></p>	<p>The following matters, if applicable, will be specified in the specific Terms of Reference:</p> <ul style="list-style-type: none"> <li>• Detailed description of task and duties of the consultants,</li> <li>• Detailed description of required qualifications and experience, Outputs to be delivered by the consultants and payment terms and conditions,</li> <li>• Timeframe and number of working/days to be invested by the consultants,</li> <li>• Duty station,</li> <li>• Place of work,</li> <li>• Logistical arrangements,</li> <li>• Facilities to be provided.</li> </ul>

## Attachment 2: Application Form

### PART A: Personal Information

<b>Name(s)</b>	
<b>Last Name</b>	
<b>Nationality</b>	
<b>Sex</b>	

### PART B: Qualifications and General/Specific Professional Experience

<b>Please answer the following questions</b>	<b>Yes</b>	<b>No</b>
Do you have a university degree or academic research/paper in a related field with climate change adaptation or disaster risk management (social, economic, environmental, design, governance, engineering or else)?		
Do you have English knowledge?		
Are you proficient in any other European language (German, French, Italian, Spanish)?		
Do you have more than 3 years of relevant professional experience?		
Do you have minimum 1 year of practical project implementation experience including climate change adaptation and related subjects?		

### PART C: Broad Areas of Specific Professional Experience

<b>Please indicate tick the appropriate boxes to demonstrate level and type of your specific expertise</b>	<b>Equal or more than 3 years but less than 5 years</b>	<b>More than 5 years but less than 10 years</b>	<b>More than 10 years</b>	<b>International Experience</b>
1) Adaptation to climate change with sectors and/or cities				
2) Climate finance				
3) Climate change scenarios and modelling				
4) Climate change adaptation national and international networks				
5) Climate change adaptation training and capacity building				
6) Community based/local climate change adaptation solutions				