



Annex 1:

Terms of Reference**Turkey Resilience Project in Response to the Syria Crisis in Turkey****Individual Consultants for the Development of the Content for “the Life skills at Workplace” and “Development Career” Orientation Trainings****(2 positions | based on the minimum qualification criteria)****1 BACKGROUND**

Socio-economic impacts of COVID-19 on 4 million refugees in Turkey are observed severely as they have limited access to the livelihoods opportunities, public services and information on protective measures of COVID-19. In Turkey, COVID-19 had a negative impact on progress made by 3RP partners in the livelihoods sectors through skills building, job placements, formalization of the informal work, engagement of private sector and actual job creation not only for refugees but also host community members.

As the Leading Agency in Livelihoods Sector of 3RP, UNDP has repurposed its Syria Crisis Response and Resilience programming aiming at not only alleviating the impact of the COVID-19 on businesses and refugees but also increase resilience among Syrian community against current and future crises by providing constant skills development opportunities through online or blended learning modalities. This is built on UNDP’s support to Syrian-owned enterprises and Syrian entrepreneurs since 2018 including but not limited to business development consultancies, financial support for business registration fees and work permits provided in the framework of Turkey Resilience Project (TRP) in response to Syria Crisis: Job Creation Component.

TRP Project aims at improving life skills of refugees and host community members for the professional life either as an employee or an entrepreneur and to minimise the challenges that they could be faced at the work place due to the lack of knowledge on business culture and working arrangements. In light of the above, UNDP Turkey CO has decided to recruit **two consultants** to support the development of the content for “the Life skills at Workplace” and “Development Career” Orientation Trainings.

2 OBJECTIVE AND SCOPE

The objective of this assignment is for both Individual Contractor(s) (*hereinafter referred to as IC and/or IC[s]*) to develop content for the “Life skills at Work Place” and “Career Development” in Arabic, Turkish and English targeting refugees and host community members that will *and/or* are willing to participate to the labour market as an employee or an entrepreneur as well as the employers that would like to provide such orientation trainings for their employees regardless of their nationalities. IC(s) will be responsible for the content development and the adjustment of the content to the online training modalities to be provided by UNDP. The content of the trainings is expected and not limited to be composed of following topics:

Life skills at Workplace

- Cultural differences affecting business life
- Communication at Workplace
- Basic Human Rights
- Basic Labor Law – Reference information on Work life
- Safety & Security
- Discrimination, Harassment, Mobbing
- Protective measures for COVID-19 at workplaces
- Available Incentives for Employment in Turkey

Career Development

- Elevator Pitch
- Tips for writing a good CV
- Available channels for job search and vacancies in Turkey
- Job Hunting
- Fundamentals of a Job Interview
- How to establish your own business?
- Role playing for do's and don'ts during a Job Interview

Technical assistance, input and information that will be provided by the IC(s) may be requested by UNDP during the content development of the trainings and adaptation of the content and provision of training to the online modality to be provided by UNDP.

The IC(s) will work on deliverable basis, to be defined and detailed in the specific service requests.

3 DUTIES AND RESPONSIBILITIES OF THE INDIVIDUAL CONSULTANTS AND UNDP

Within the scope of the assignment, the Individual Consultants (IC[s]) are 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.

- Content development for the “Life skills at Workplace” and “Career Development”
- Provide technical assistance during the adaptation of the content developed to the online learning modality to be provided by UNDP,
- Provide technical assistance during the utilization of the online learning tool by the beneficiaries to revise the training modules according to the requests and suggestions shared by the beneficiaries,

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 “Turkey Resilience Project in Response to the Syria Crisis: Job Creation (C1)” (UNDP Projects Coordinator).

UNDP will provide all relevant background documents. UNDP is not required to provide any physical facility for the work of the IC. UNDP will facilitate meetings between the IC and other stakeholders, when needed. The Consultant will report to the UNDP Projects Coordinator.

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(s). Deliverables of IC(s) will be subject to certification by the Projects Coordinator and approval by UNDP Syria Crisis and Resilience Response Portfolio Manager within the deadlines to be set in specific service requests.

All reports shall be submitted in English, or Turkish.

5 ESTIMATED INPUT BY THE INDIVIDUAL CONSULTANT

Each IC is expected to invest (at maximum) **45 working/days**, which will be detailed through specific service requests during the contract period.

6 REQUIRED QUALIFICATIONS

The following table demonstrates the required qualifications of both IC(s) to be selected for this assignment.

IC – 1 – For one position

General Qualifications	General Professional Experience	Specific Professional Experience
<ul style="list-style-type: none"> University degree from social sciences or related field Master's degree is an asset. <i>Proficiency in Turkish and Arabic is required</i> 	<ul style="list-style-type: none"> At least three (3) years of relevant professional experience is required. 	<ul style="list-style-type: none"> Minimum of two (2) years of relevant experience in trainings/consultancy on career development and orientation programmes for workplace and human resources, etc. Experience on working with refugees and in livelihoods sector, Experience on working with private sector in terms of job placement and HR procedures for refugees,

IC-2 – For one position

General Qualifications	General Professional Experience	Specific Professional Experience
<ul style="list-style-type: none"> University degree from social sciences or related field Master's degree is an asset. <i>Proficiency in English and Arabic is required</i> 	<ul style="list-style-type: none"> At least three (3) years of relevant professional experience is required. 	<ul style="list-style-type: none"> Minimum of two (2) years of relevant experience in trainings/consultancy on career development and orientation programmes for workplace and human resources, etc. Experience on working with refugees and in livelihoods sector, Experience on working with private sector in terms of job placement and HR procedures for refugees,

7 TIMING AND DURATION

The assignment is expected to start **on 23.10.2020** and is expected to be completed by **31.01.2021**. Each Individual Consultant is expected to invest (at maximum) 45 working/days throughout the contract validity.

Target Contract Start Date: 23rd of October, 2020 **Contract End Date:** 31st of January, 2021

Working days to be invested by the consultant(s) throughout the contract validity: **45**.

8 DUTY STATION

Place of work for the assignment is home-based. Travel and missions are unforeseen within the scope of this assignment. In case any travel needed, travel, accommodation and living costs in duty station will be covered by the IC. Travel to join duty station and repatriation travel costs (*travels to and from duty station*) will also be covered by the IC.

In case of travel out of duty stations is needed, the travel and accommodation costs of these missions will be borne by UNDP. It is required that the terms of such travels are discussed with the responsible UNDP Portfolio Manager prior to each travel. 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 consultant (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 the following constraints/conditions provided in below table;
- Covered by the combination of both options.

COST ITEM	CONSTRAINTS	CONDITIONS OF REIMBURSEMENT
Travel (intercity transportation)	Full-fare economy class tickets	1- Approval by UNDP of the cost items before the initiation of travel 2- Submission of the invoices/receipts, etc. by the consultant with the UNDP's F-10 Form 3- Acceptance and Approval by UNDP of the invoices and F-10 Form.
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 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 Projects Coordinator, no payment will be made even if the IC has invested working/days to produce and deliver such deliverables.

The consultant(s) shall be paid in TRY if he/she resides in a country different than Turkey. If he/she resides in Turkey, the payment shall be realized in TRY 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 Projects Coordinator. The total amount of payment to be effected to the IC within the scope of this contract cannot exceed equivalent of 45 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.