



ANNEX II

Terms of Reference

for

Individual Contracts for Technical Consultancy in support to the municipal response to Covid-19 and potential crisis situations

1 BACKGROUND

UNDP Turkey has repositioned to contribute through four areas: 1) Inclusive and Democratic Governance (IDG); 2) Inclusive and Sustainable Growth (ISG); and 3) Climate Change and Environment (CCE); and 4) Syria Crisis and Resilience Response. In addition to these areas, UNDP Turkey is emphasizing the role of Strategic Partnerships that cut across the entire country programme regionally as well as globally.

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.

UNDP Turkey Resilience Project in response to the Syria Crisis (TRP) has been launched on 1 February 2018. The Action has three components mainly focusing on the facilitation of Job Creation, Municipal Service Delivery and Adult Language Training with the aim of strengthening the economic and social resilience of Syrians under Temporary Protection (SuTP)¹, their host communities and relevant national and local government institutions.

The outbreak of a pneumonia of unknown cause, later labelled as Novel Coronavirus Disease- 2019 (COVID-19), detected in Wuhan, China was first reported to the WHO Country Office in China on 31 December 2019. On 7 March 2020, the disease marked 100,000 cases worldwide and on 11th of March, WHO characterized COVID-19 as a pandemic, the same day Turkey confirmed officially its first case. What has been later labelled as “the Great Lockdown” was followed by a collapse in economic activity. According to IMF, the world economy will experience the worst recession since the Great Depression, while the biggest challenge now is uncertainty².

Following the COVID-19, a series of government measures were taken by the relevant ministries regulating the scope of municipal services. As a result of these unforeseen emergency response activities, Municipalities' limited resources have been considerably stretched. Consequently, all municipal services have been affected negatively, especially waste management and environmental planning services need additional technical and financial assistance.

UNDP will mobilize two Individual Contractors to provide consultancy services on technical support to develop, implement and replicate projects in response to the Covid19 outbreak and potential crises

¹ "Temporary protection" is given prima facie to Syrian nationals and stateless Palestinians originating from Syria who are referred to as Syrians under Temporary Protection

² <https://blogs.imf.org/2020/04/14/the-great-lockdown-worst-economic-downturn-since-the-great-depression/>

for the Municipalities of Sanliurfa, Gaziantep, Hatay and Kilis to ensure sustainability of the investments thus far and for future resilience of the municipalities for coping for similar crisis situations.

2 OBJECTIVE AND SCOPE

The overall objective of this assignment is to support municipalities in The Southeast region of Turkey (Gaziantep, Sanliurfa, Kilis, Hatay) in coping with overlapping crises of Syrian influx and COVID-19 Pandemic and also develop projects and finding funds to help build resilience in the region.. Technical support will be provided to develop, implement and replicate projects in response to the Covid19 outbreak during the Syrian crisis situation and post-crisis impacts and potential future crises.

3 DUTIES AND RESPONSIBILITIES OF THE INDIVIDUAL CONTRACTOR

Within the scope of the Assignment, the Individual Contractors are expected to provide consultancy services for Gaziantep Metropolitan Municipality, Hatay Metropolitan Municipality, Şanlıurfa Metropolitan Municipality and Kilis Municipality. Individual Contractor shall undertake the comprise four main components. To achieve the overall objective of the assignment, individual contractors shall undertake the tasks specified by service request within the framework of following major activities.

- Identifying support areas for the Municipalities in terms of Covid-19 response,
- Identifying national/international funding opportunities for Covid-19 related projects and actions
- Preparing project proposals related to Covid-19 response of Municipalities with possible funding opportunities.
- Preparing activity plans to access to national/international funds,
- Developing a strategic road map including but not limited to prioritization, identification of support areas for operational efficiency, budget planning, capacity building and training in the context of Covid-19 response
- Final activity report focusing on replicability and scaling-up with lessons learnt and roadmap for further development of projects

In close collaboration with PMOs and/or relevant units of Municipalities, UNDP project team.

The above listed activities are subject to development and change with consent of Projects Coordinator at UNDP, in line with the requirements necessitated by analyses of institutional capacities of Municipalities. These possible developments and changes will be reflected in the specific terms of references and service request to be sent to the individual contractor. Throughout the contract execution, the Individual Contractor will conduct activities -within his/her area of expertise- within the framework of this terms of reference.

If required by the UNDP, the Individual Contractor may provide additional consultancy services related to her/his competencies and expertise.

4 DELIVERABLES

The Individual Contractor is expected to invest (*at maximum*) **100** working days throughout contract duration.

The deliverables of the Contract will be identified during the execution of the contract. Deliverables will be identified in specific service requests by Projects Coordinator due to results of analysis and reviews to be conducted by Individual Contractor. Individual Contractor shall submit activity/progress reports with time sheet in line with requirements and schedule identified by each specific service request.

The deliverables of the individual contractor shall be subject to approval of the UNDP Projects Coordinator in consultation with the implementing partner within the deadlines to be set in the specific service requests.

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. Meetings with the Municipality will be facilitated through UNDP. UNDP is not required to provide any physical facility for the preparatory and reporting works of the Individual Contractor. 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 in consultation with the Municipalities such facilities may be provided at the disposal of the IC. UNDP and/or Municipalities will facilitate meetings between the IC and other stakeholders, when needed.

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

All reports should be submitted in the Turkish and/or English Language as per UNDP's determination with an executive summary in both English and Turkish. In case of a need for translation, UNDP will meet the related translation costs except the executive summary of all the documents.

6 REQUIRED QUALIFICATIONS

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

The required qualifications and/or experience are presented below:

General Qualifications	General Professional Experience	Specific Professional Experience
<ul style="list-style-type: none"> University (bachelor) degree on Social Sciences and/or Engineering departments is required Proficiency in Turkish and English is required Advanced degree (master or higher) on a relevant field will be considered an asset 	<ul style="list-style-type: none"> At least eight (8) years of general professional experience is required More than ten (10) years of general professional experience will be considered an asset 	<ul style="list-style-type: none"> Minimum 2 years of working and experience in municipalities and/or minimum 2 projects experience related to municipal services is required. Experience in gap analysis, cost-benefit analysis is required. Demonstrated experience in preparation of project proposals for national/international calls for proposals is required, projects proposals specifically developed for municipalities will be considered as an asset.

7 TIMING AND DURATION

The Assignment is expected to start in December 2020 and expected to be completed by June 2021. The Consultant is expected to invest (at maximum) 100 working days to fulfill the required tasks as per specific service requests to be made by UNDP throughout contract validity.

8 DUTY STATION

Duty station for the assignment is home-based.

Travels with respect to UNDP's various project needs and the duties and responsibilities of the consultant stated in Items 3&4 will occur. Travel, accommodation and living expenses (inter-city, intra-city travels, living costs such as breakfast, lunch, dinner, etc.) outside the duty station will be covered by UNDP.

In case of unforeseen travel, UNDP will cover pre-approved mission travel and accommodation costs of the Individual Contractor when traveling outside of the duty-station and upon submission of relevant documentation.

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	

9 PAYMENTS

The contract to be signed between UNDP and the Individual Contractor 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 through specific service requests.

The Contract is based on a daily fee. For each specific service request, UNDP makes payments based on the total actual number of days worked for the respective specific service request. Individual Contractor Time Sheet containing number of days worked and tasks completed, must be submitted by the Individual Contractor, duly approved by Projects Coordinator, which shall serve as the basis for the payment of fees.

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 Individual Contractor. Payments will be made against submission of the deliverable(s) in the specific

service requests by the Individual Contractor and approval of such deliverables by UNDP. 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.

The Individual Contractor will be paid in TRY.

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

Tax Obligations: The Individual Contractor 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 Individual Contractor.