

TERMS OF REFERENCE

LOCAL ADMINISTRATION REFORM PHASE III

LOCAL SENIOR INDIVIDUAL CONSULTANCY ON MUNICIPAL COUNCILS AND LOCAL ELECTORAL SYSTEM

1 BACKGROUND

IPA II Indicative Strategy Paper for Turkey (2014-2020) targets the improvement of Public Administration Reform (PAR) coordination, policy making, civil service and public administration organization and governance and service delivery to citizens and businesses, including at local level.

The new legislation adopted in the past years in the field of local administration, has expanded the scope of the responsibilities of local administrations in the provision of public services, as well as in the promotion of the social and economic development of the relevant communities.

Relevant to the recent developments in the field, the 10th National Development Plan, put into effect in June 2013, underlines the negative effect of lack of technical and institutional capacities at the local level on quality and efficiency of local service delivery, while reiterating the importance of increasing institutional capacities of the new metropolitan municipalities (MMs) established in accordance with the Law No. 6360. The Plan also highlights the importance of deploying participatory tools in local administrations in order to support further reforms on including non-governmental organizations, private sector and unorganized civil society to local decision-making processes. In this vein, the 10th National Development Plan focuses on identification of priorities at the local level and efficient use of local resources as it identifies the main beneficiaries of the Plan as local authorities, MMs, universities, professional organizations and NGOs. In specific terms, the following objectives for LAR under the Plan are entrusted to the coordination of Ministry of Interior (MoI) and Ministry of Environment and Urbanization (MoEU) jointly:

- Increased efficiency in local service delivery,
- Strengthened capacities of local administrations in terms of human resources, management and strategic planning,
- Strengthened capacities of local administrations in terms of project management,
- Enhanced inclusion of universities, NGOs and professional organizations in local decision-making processes.

In line with the objectives of the 10th National Development Plan, the Strategic Plan of the MoI for 2015-2019 identifies the priorities and the core values of the MoI as; the rule of law, respect for human rights, transparency, commitment to ethic values, participation and delivery of efficient and good-quality services. The Strategic Plan highlights the importance of ensuring efficiency, effectiveness, participation, openness and accountability at local administrations as one of its main goals. The

Strategic Plan sets five thematic areas and results as i) Establishing a peaceful environment via strengthening internal security services and coordination in accordance with human rights norms; ii) Increasing pace and quality of services provided by local authorities, including governorates and district governorates; iii) Promoting development of civil society; iv) Deployment of information technologies as a facilitator in efficient provision of services; v) Increasing the pace and quality of the services provided by the MoI and MoEU.

In the scope of the LAR-II, a white paper was developed for the MoI, which outlines the short, medium and long-term policy options to be pursued to have a full-fledged LAR in the scope of Turkey's EU Accession process. This Project addresses the short and medium-term policies, those which will form the basis of long-term policy options for the Government of Turkey. Besides, the current Project represents a continuum of the first and second phases of EU-funded LAR projects, in the scope of which required legislative framework were improved and put into place through phased approach. Besides, the current Project, which is the third phase of LAR, will also address the needs that will be explored for effective implementation of the metropolitan municipality model that was introduced after the completion of LAR-II.

With a view to further support implementation of Local Administration Reform in Turkey, MoI and UNDP collaborated on design and implementation of the third phase of the LAR Project. In this sense, Local Administration Reform Phase III Project is an EU-funded technical assistance project.

Within the scope of a Direct Grant Agreement, signed between Central Finance and Contracts Unit (CFCU) and UNDP and endorsed by Delegation of the European Union to Turkey (EUD), MoI General Directorate for Provincial Administrations (MoI/GDPA) is the executive agency of the Project and is working closely with Ministry of Environment and Urbanization (MoEU/GDLA) to achieve the expected outputs. In that respect, the implementing partners of the Project are Ministry of Environment and Urbanization (MoEU), Ministry of Treasury and Finance (MoTF) and Union of Municipalities of Turkey (UMT).

The overall objective of the Project is to ensure effective, inclusive, accountable and participatory local governance in Turkey, in particular through support to further implementation of the LARs undertaken between 2003-2013, in line with international standards. The specific objective of the Project is to develop and strengthen the administrative capacity and cooperation of MoI, MoEU and Local Authorities themselves in the task of ensuring the effective implementation of the new local administration model in line with principles of democratic governance.

The Project aims to achieve the following results:

- Administrative and operational capacities for efficient provision of local services enhanced,
- Administrative and operational capacities of the local authorities for the implementation of new Metropolitan Municipality Model strengthened,
- Institutional capacity of the local authorities in terms of service delivery and adoption of the principles of democratic governance enhanced,
- Public awareness on urbanization enhanced through institutional and individual capacity enhancement programmes,
- Efficiency of the local services enhanced through online management systems.

LAR Phase III is composed of three components:

Component 1- Effective Local Service Delivery:

The main objective of Component 1 is to provide support and recommendations to the MoI and MoEU for the development of draft legislations, which will enable MoI and MoEU and their staff as well as local administrators (mayors; deputy mayors; heads of the clerk's department, the financial services department and the planning departments of municipalities) to exercise effective local service delivery methods in the overall local administration scheme.

Component 2- Capacity Building for New Metropolitan Municipality Model and Inclusive Local Governance Processes

The main objective of Component 2 is to assess the impact of municipal legislation and enhance the institutional capacity of the local authorities responding to the new responsibilities they are to undertake with the enforcement of new Metropolitan Municipality Model in 2012. In addition, the needs for transparent processes and participatory mechanisms at local authorities will be addressed. General management and job skills training for MM staff and public awareness raising events for the disadvantaged population will also be undertaken within the scope of this component.

Component 3- Online Management Information Systems Installed and Updated

The MoI initiated two important databases with YEREL BILGI and BEPER Projects in the past, one of which is not in use anymore. YEREL BILGI aims to provide information about local administrations, special provincial administrations, their corporations, municipalities and corporations belonging to municipalities, district governorates, villages, and associations affiliated to GDLA through a single database. With this Component, the Project will contribute to improved flow of information and increased accessibility of the available data produced in the form of secondary legislation, decrees and decisions, both at the national and local levels and within the country. Under the current state of functioning, there is no systematic that enables to access all relevant and updated data which prevent to make decisions in a holistic way. MoEU holds its new responsibilities concerning the local authorities after the introduction of the presidential system of government in July 2018 and the Project will address the effective communication flow within the departments of the MoEU as well as update of the YEREL BILGI in a way to ensure its linkage with the local. In addition, the technical capacity for effective use of YEREL BILGI will be enhanced and relevant MoI staff will transfer the accumulated knowledge to the staff of MoEU.

Against this background architecture of project components and activities are as the following:

Local Administration Reform Project in Turkey- LAR III		
Overall Objective		
to ensure effective, inclusive, accountable and participatory local governance in Turkey, in particular through support to further implementation of the LARs undertaken between 2003-2013, in line with international standards		
Specific Objective		
To develop and strengthen the administrative capacity and cooperation of Turkish MoI, MoEU and Local Authorities themselves in the task of ensuring the effective implementation of the new local administration model in line with principles of democratic governance.		
Component 1: Effective Local Service Delivery	Component 2: Capacity Building for New Metropolitan Municipality Model and Inclusive Local Governance Processes	Component 3: Online Management Information Systems
R.1.1. Administrative and operational capacities for efficient provision of local services enhanced	R.2.1. Administrative and operational capacities of the local authorities for the implementation of new Metropolitan Municipality Model strengthened,	R.3.1. Efficiency of the local services enhanced through online managements systems.
<p>A.1.1.1. Establish a Support Group on Legislation Drafting Process of MoI and MoEU (SGL) and Consultative Group of Local Authorities (CGLA)</p> <p>A.1.1.2. Develop recommendations for the development of a draft legislation for strengthening the loan system of local authorities through assessment of country experiences</p> <p>A.1.1.3. Develop recommendations for the development of a draft legislation for increasing the income of local authorities in line with other country experiences</p> <p>A.1.1.4. Develop recommendations for amendment of the relevant provisions of the Law No: 3572 and Regulation for Business License</p> <p>A.1.1.5. Develop the standards and principles for the establishment of an effective human resources management system in local administrations</p> <p>A.1.1.6. Develop the service standards ensuring the MMs and its District Municipalities to use 10% of their budgets for the infrastructure works in rural areas (as defined in the Law No: 6360)</p> <p>A.1.1.7. Develop a comparative assessment on effective collection of municipal accounts receivable</p> <p>A.1.1.8. Develop a performance management system to be adopted in MMs and District Municipalities</p> <p>A.1.1.9. Develop recommendations for the development of a draft legislation on the functioning of municipality-led enterprises in line with EU Member States experiences</p> <p>A.1.1.10. Develop recommendations for the development of a draft legislation regulating the legal and institutional infrastructure of Water and Sewerage Administrations</p> <p>A.1.1.11. Conduct technical visits to 3 EU member states</p> <p>A.1.1.12. Develop recommendations for the development of a secondary legislation (regulation) for honours and ceremonies arranged by local authorities</p> <p>A.1.1.13. Assess the impact born by localizing EU acquis on the work and responsibilities of local authorities in Turkey</p> <p>A.1.1.14. Develop and publish a full comparative assessment study on functioning of the local authorities</p>	<p>A.2.1.1. Assess the impact of the implementation of legislation on local authorities</p> <p>A.2.1.2. Develop a software system for monitoring of the progress against the implementation of reforms in local administration</p> <p>A.2.1.3. Develop modelling for the implementation of new Metropolitan Municipality Model in different contexts and enhance cooperation and collaboration among the MM based on the modeling developed</p> <p>A.2.1.4. Develop and Deliver Customized General Management and Job Skills Training Modules for the Use of the GDLA/MoEU and GDPA/MoI to be delivered to new MM</p> <p>A.2.1.5. Conduct a study on the projection of new local administration system, which will be introduced with the abolishment of special provincial administrations in accordance with the Law No: 6360</p> <p>A.2.1.6. Conduct a current situation analysis concerning the evolving role of neighbourhood management and road map for its improvement in light with the new local administration system, mainly the introduction of new MMs</p> <p>R.2.2. Institutional capacity of the local authorities in terms of service delivery and adoption of the principles of democratic governance enhanced,</p> <p>A.2.2.1. Develop and implement local service delivery standards in order to simplify the processes for service provision</p> <p>A.2.2.2. Develop and Implement Participatory Local Governance Model for 14 new MMs</p> <p>A.2.2.3. Assess EU experiences with good practices and lessons learned for enhancing transparency and accountability in local authorities and develop recommendations to a draft secondary legislation for enhancing transparency and accountability in local authorities</p> <p>A.2.2.4. Develop a policy paper on reforming the Local Government Electoral System and Strengthening of Municipal Councils</p> <p>R.2.3. Public awareness on urbanization enhanced through institutional and individual capacity enhancement programmes,</p> <p>A.2.3.1. Conduct Needs assessment for public awareness on urbanization targeting the disadvantaged groups (population affected by internal migration, youth, women, children)</p> <p>A.2.3.2. Design and implement capacity enhancement programs on urban awareness for the staff of Women Centers, Child Development Centers and other relevant social service units</p> <p>A.2.3.3. Design and implement capacity enhancement programs on urban awareness to be delivered to selected staff of MM</p>	<p>A.3.1.1 Develop a software to facilitate the communication flow within the departments of the MoEU</p> <p>A.3.1.2. Update of the YEREL BILGI Project management system in the light of developed Software system</p> <p>A.3.1.3. Develop a user-friendly guideline for the use and update of the system</p> <p>A.3.1.4. Deliver tailor-made trainings to the staff of MoI on effective use of the software system in alignment with YEREL BILGI management system</p>

2 OBJECTIVE AND SCOPE OF THE ASSIGNMENT

The subject Assignment is under Activity A.2.2.4. **“Develop a policy paper on reforming the Local Government Electoral System and Strengthening of Municipal Councils”** within the scope of Component 2 of the LAR III Project. It is expected to serve Result R.2.2 **“Institutional capacity of the local authorities in terms of service delivery and adoption of the principles of democratic governance enhanced”** of Component 2.

Municipal councils that are composed of members freely elected by secret ballot on the basis of direct, equal, universal suffrage are fundamental organs for local administration system. The LAR III Project attaches a special importance to improve the effectiveness of municipal council members. Activity A.2.1.4. of the Project will also support this via the training programme to be organized.

Municipal councils have limited power in terms of decision making and should encourage public participation at expected levels. Ideas on how to change this situation need to be generated and debated. This proposed activity is an extension of the work that was completed on the strengthening of the elected municipal councils in LAR II Project and aims to prepare a policy paper and generate a debate on changes that could be made to the local electoral system to make individual councillors more responsible and accountable and to give them greater powers of oversight. The paper would also include discussion regarding changes to the rules of procedure for council meetings that would have the effect of making them more open and enabling the public to make presentations on matters of concern.

The activity is closely linked with Activity A.2.1.6 **“Conduct a current situation analysis concerning the evolving role of neighbourhood management and road map for its improvement in light with the new local administration system, mainly the introduction of new MMs”**. The activity is also expected to benefit from the findings of the reports on the same subjects prepared during the Second Phase of Local Administration Reform Project with a view of assessing the progress made since then.

In this context, it is also envisaged to evaluate the alternatives related to diversification and enrichment of the participation of neighbourhoods with other local administration units in local administration decisions.

To this end, the following sub-activities will be carried out:

1. Prepare a **comparative assessment report** on the roles and functions of municipal council members and the related electoral systems in three EU member states that have good practices and are relevant for two-tiered metropolitan municipalities in Turkey. This will include (a) a summary definition of the related legislation defining the authorities and responsibilities of the municipal council members versus implementation practice and (b) an assessment of the relations of municipal council members with municipal management and citizens, and citizen groups, especially in terms of their role and responsibilities in local organizational structures other than municipal councils such as citizen advisory councils / committees.
2. Conduct structured **face-to-face interviews** with central and local government officials (minimum 50) to obtain their views and comments on the need to make changes in the local electoral system and the rules of procedure for municipal council meetings. A report on the results of the interviews will be prepared by senior STEs.
3. Complete a **report on the results of the interviews** and organize six 1-day **regional consultation events**, with approximately 50 central and local government officials participating in each, to discuss the report and generate further ideas regarding the future

responsibilities of mukhtars. The places of the regional meetings will be identified following the completion of the interviews and the final decision will be made by UNDP.

4. The **Draft Policy Paper** will be prepared for the GDLA/MoEU and GDPA/MoI that discusses the overall findings and conclusions of the regional consultation events and proposes recommended changes. The preparation of the Policy Paper will be supported by an analysis of experiences in the EU on community engagement at neighbourhood level and good practices of Turkish municipalities with the neighbourhoods. Working procedures and powers of municipal councils will be elaborated as part of the Policy Paper. The relevant structure, working conditions, regulations, responsibilities and functioning of the Municipal Councils in EU member states will be assessed and recommendations for strengthening Municipal Councils in Turkey will be designed and reported in the context of this activity. Minimum of three EU member states' practices will be reviewed.
5. After consultations with GDLA/MoEU, GDPA/MoI, PSB and other government officials, the draft **Policy Paper will be finalized** and submitted to the MoI for its possible use and reference in reform of the local administration electoral system.

(Outputs of Activity A.2.2.4: Comparative Assessment Report on the Roles and Functions of Municipal Council Members and the Related Electoral Systems in Three EU Member States; Policy Paper on the Local Government Electoral System; Strengthening of Municipal Councils)

The specified tasks of the activities will be carried out by a team of Individual Consultants composed of 1 international senior expert, 1 local senior expert and 1 local junior expert. All the tasks within the Individual Consultant team will be coordinated by the "Local Senior Individual Consultant on Municipal Councils and Local Electoral System" with the inputs of "International Senior Individual Consultant for Comparative Assessment of Municipal Councils and Local Electoral System" and with the support of "Local Junior Individual Consultant on Municipal Councils and Local Electoral System". The activities will be conducted in close coordination and collaboration with the PT.

The "International Senior Individual Consultant for Comparative Assessment of Municipal Councils and Local Electoral System" is primarily expected to prepare the Comparative Assessment Report as described in Item 1 above. He/she will also contribute to the following tasks, to be undertaken mainly by local consultants:

- Prepare draft interview forms and list of potential interviewees (Task 2)
- Prepare meeting documents for regional consultation events (Task 3)
- Draft and finalize Policy Paper on reforming the Local Government Electoral System and Strengthening of Municipal Councils (Task 4 and Task 5)

3 ACRONYMS AND ABBREVIATIONS

Unless otherwise noted;

- LAR: Local Administration Reform
- UNDP: United Nations Development Programme
- MoI: Ministry of Interior
- MoTF: Ministry of Treasury and Finance
- MoEU: Ministry of Environment and Urbanization
- GDLA: General Directorate of Local Authorities

- UMT: Union of Municipalities of Turkey
- IC: Individual Consultant
- CO: UNDP Country Office in Turkey
- PSB: Presidency of Strategy and Budget
- PT: Project Team
- TAT: Technical Assistance Team
- SGLDP: Support Group on Legislation Drafting Process
- CGLA: Consultative Group of Local Authorities
- IDG: Inclusive and Democratic Governance
- WS: Workshop
- ToT: Training for trainers
- MM: Metropolitan Municipality
- SPA: Special Provincial Administration

4 DUTIES AND RESPONSIBILITIES OF UNDP

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

5 DELIVERABLES

The following table indicates the deliverables for each task/activity together with the due date and estimated number of person/days to be invested by the Consultant for each specific deliverable. The Place of Work of the Deliverables may be revised by UNDP. The Consultant is expected to deliver each output/deliverable to the satisfaction of UNDP.

No.	Activity	Deliverable	Due Date	Estimated Number of Person/days to be Invested by the IC	Place of Work
1	Meeting with PT, review of the workplan and linked activities	Meeting note	9 December 2020	1	Ankara
2	Identifying criteria for the selection of relevant EU Member States and proposing at least 3 relevant EU Member States for assessment	Note on selection criteria and 3 proposed EU Member States	16 December 2020	1	Ankara

3	Reviewing the roles and functions of municipal council members in legislation vs. practice, and comparing the local electoral systems in selected EU Member States and Turkey	Note on municipal councils and electoral systems	14 January 2021	1	Ankara
4	Assessing the relations of municipal council members with municipal management, neighbourhood communities and citizens by highlighting good practices in EU and Turkey	Note on the roles of municipal council members	28 January 2021	1	Ankara
5	Finalising the Comparative Assessment Report on the roles and functions of municipal council members and the related electoral systems in three EU Member States (Turkish Section)	Final Comparative Assessment Report (Turkish Section)	4 March 2021	1	Ankara
6	Translating the Comparative Assessment Report on the roles and functions of municipal council members and the related electoral systems in three EU Member States (English Section) into Turkish	Formatted and proofread Turkish Translation of the Comparative Assessment Report (English Section)	25 March 2021	2	Ankara
7	Preparing draft interview forms and list of potential interviewees for structured face-to-face interviews with central and local government officials to obtain their views and comments on the need to make changes (minimum 50 interviews)	Draft interview forms and list of potential interviewees	16 December 2020	5	Ankara
8	Conducting structured face-to-face interviews with central and local government officials to obtain their views and comments on the need to make changes (minimum 50 interviews)	Weekly progress report on interviews	11 February 2021	13	Provinces within Turkey
9	Coding, loading and tabulation of data regarding interviews	List of tables to be prepared	18 February 2021	1	Ankara
10	Drafting interview report on local electoral system and municipal rules of procedure	Draft Interview Report	25 February 2021	5	Ankara

11	Design meeting formats and propose venues for meetings for six one-day regional consultation events which will be organized with the participation of central and local government officials to discuss the report and generate further ideas regarding the future responsibilities of mukhtars	Meeting formats and proposed venues	5 April 2021	1	Ankara
12	Preparing meeting documents for six one-day regional consultation events which will be organized with the participation of central and local government officials to discuss the report and generate further ideas regarding the future responsibilities of mukhtars	Note on contribution to meeting documents	12 April 2021	1	Ankara
13	Proposing list of potential participants for each meeting for six one-day regional consultation events which will be organized with the participation of central and local government officials to discuss the report and generate further ideas regarding the future responsibilities of mukhtars	List of potential participants to be invited to each meeting	14 April 2021	1	Ankara
14	Conducting meetings for six one-day regional consultation events which will be organized with the participation of central and local government officials to discuss the report and generate further ideas regarding the future responsibilities of mukhtars	Weekly progress report on meetings	7 June 2021	6	Provinces within Turkey
15	Compiling and reporting results of meetings for six one-day regional consultation events which will be organized with the participation of central and local government officials to discuss the report and generate further ideas regarding the future responsibilities of mukhtars	Meetings' Report	10 June 2021	2	

16	Elaborating on overall findings of the regional consultation events considering the EU experience on community engagement	Note on findings of regional consultation events	17 June 2021	3	Ankara
17	Developing recommendations to reform the Turkish local electoral system and strengthening of municipal councils	Note on recommendations for Turkish municipal councils and electoral system	24 June 2021	3	Ankara
18	Drafting Policy Paper on reforming the local government electoral system and strengthening of municipal councils	Draft Policy Paper	8 July 2021	5	Ankara
19	Holding consultations with Beneficiary on draft Policy Paper on reforming the local government electoral system and strengthening of municipal councils	Participation in online meeting with the Beneficiary	16 July 2021	1	Ankara
20	Finalising Policy Paper on reforming the local government electoral system and strengthening of municipal councils	Note on contribution to final Policy Paper Final Policy Paper	10 August 2021	3	Ankara
21	Translating the final Policy Paper on reforming the local government electoral system and strengthening of municipal councils into English	Checked and finalized English translation of the final Policy Paper	17 August 2021	1	Ankara
ESTIMATED MAXIMUM TOTAL NUMBER OF PERSON/DAYS				58 Person/days	

*The “Estimated Number of Person/Days” indicated herein represent the maximum person/days that will be the basis of the payment to the Individual Consultant (IC) throughout the contract validity. The payments to the IC will be based on the actual number of person/days invested for the development of each specific deliverable. The total person/days of the IC (consecutive or non-consecutive person/days) dedicated to the assignment shall be at a maximum of 58 person/days throughout the contractual period. Payments to the IC within the scope of this Assignment cannot exceed equivalent of 58 person/days.

Reporting Language: Interim notes of the Consultant will be submitted in Turkish. Draft version of all main reports should be submitted in Turkish with Executive Summary in English and Turkish. The final version of the main reports (or outputs as specified in Article 2) will be translated into Turkish (or English) by the Consultant, in collaboration with local experts, after acceptance of revisions to the draft reports by UNDP. The Consultant is expected to ensure high quality of language and full consistency between the translated and original reports in English and Turkish. The proofreading of the translated

English version of the Final Report will be undertaken by the “International Senior Individual Consultancy for Comparative Assessment of Municipal Councils and Local Electoral System”.

Reporting Format: Reports will be written and formatted in conformity with the “LAR III Report Writing Guidelines” that can be obtained from PT upon request.

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

The Consultant will have the overall responsibility for the conduct of the evaluation exercise as well as quality and timely submission of the above indicated reports to UNDP.

The consultant is expected to establish a close cooperation with the other consultants assigned to conduct the activity. It is also essential to work in coordination with the LAR III Project Team.

Visibility: IC should respect visibility rules applied in EU-funded projects which can be found in the link below:

https://www.avrupa.info.tr/sites/default/files/2018-01/communication-visibility-requirements-2018_en_0.pdf

6 ESTIMATED INPUTS BY THE INDIVIDUAL CONSULTANT (IC)

The Individual Consultant will carry out the above activities/deliverables to the satisfaction of UNDP. The Individual Consultant will report to LAR III Project Manager and will work in close collaboration and consultation with the TAT.

7 MINIMUM QUALIFICATION REQUIREMENTS

The minimum qualification requirements and/or experience are presented below:

General Qualifications

- University degree from departments within Faculty of Economics and Administrative Sciences, Faculty of Political Science or any other relevant field*
- Advanced degree in any field will be an asset
- Fluent written and spoken English and Turkish
- Full computer literacy in Microsoft Office applications

() Candidates who hold a university degree from a field other than the listed fields will be considered eligible, as long as they hold an advanced degree from the listed fields and they fulfil all minimum requirements, along with at least two of the assets stipulated within Specific Professional Experience.*

General Professional Experience

- Minimum 10 years of general professional experience
- More than 15 years of general professional experience will be an asset
- Minimum 5 years of experience in working in/with/for local administrations

- More than 10 years of experience in working in/with/for local administrations will be an asset

Specific Professional Experience

- Experience in at least 1 project/assignment involving comparative analysis of local election systems
- Experience in more than 1 projects/assignments involving comparative analysis of local election systems will be an asset
- Experience in at least 1 project/assignment/study involving assessment of the roles and responsibilities of local councils
- Experience in more than 1 projects/assignments/studies involving comparative assessment of the roles and responsibilities of local councils will be an asset
- Experience in at least 2 projects/assignments as moderator, facilitator or anchor-person in participatory governance meetings with citizens, civil society organisations and local administrations
- Experience in more than 2 projects/assignments as moderator, facilitator or anchor-person in participatory governance meetings with citizens, civil society organisations and local administrations will be an asset

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.
- Female candidates are encouraged to apply.

8 TIMING AND DURATION

The Assignment is expected to start on 7 December 2020 and be completed by 28 October 2021.

9 PLACE OF WORK

The Duty Station for this assignment is Ankara, Turkey. It may be expected that the Consultant travels within the scope of this Terms of Reference. In case travel is needed, all travel related costs (cost items indicated below) of these missions out of the Duty Station (economy class flight ticket and accommodation in 3 or 4-star hotel) will be borne by UNDP. Approval of UNDP is needed prior to the missions. 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 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 subject to following constraints/conditions provided in below table;
- covered by the combination of both options

The following guidance on travel compensation is provided as per UNDP practice:

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	

10 PAYMENTS

The payment will be made within 30 days upon acceptance and approval of corresponding deliverables by UNDP on the basis of payment terms indicated below and the pertaining Certification of Payment document signed by the Consultant and approved by the responsible Project Manager.

No.	Deliverables	Due Dates	Estimated Number of Person/days to be Invested by the IC	Payment Terms
1	Meeting note	9 December 2020	7	Upon submission and completion of each pertaining deliverable/output to the satisfaction of UNDP and on the basis of actual number of person/days invested (not to exceed the estimated maximum person/days defined by UNDP for the whole assignment)
2	Note on selection criteria and 3 proposed EU Member States	16 December 2020		
3	Note on municipal councils and electoral systems	14 January 2021		
4	Note on assessing the roles of municipal council members	28 January 2021		
5	Final Comparative Assessment Report (Turkish Section)	4 March 2021		
6	Formatted and proofread Turkish Translation of the Comparative Assessment Report (English Section)	25 March 2021		

7	Draft interview forms and list of potential interviewees	16 December 2020	24	Upon submission and completion of each pertaining deliverable/output to the satisfaction of UNDP and on the basis of actual number of person/days invested (not to exceed the estimated maximum person/days defined by UNDP for the whole assignment)
8	Weekly progress report on interviews	11 February 2021		
9	List of tables to be prepared	18 February 2021		
10	Draft Interview Report	25 February 2021		
11	Meeting formats and proposed venues	5 April 2021	11	Upon submission and completion of each pertaining deliverable/output to the satisfaction of UNDP and on the basis of actual number of person/days invested (not to exceed the estimated maximum person/days defined by UNDP for the whole assignment)
12	Note on contribution to meeting documents	12 April 2021		
13	List of potential participants to be invited to each meeting	14 April 2021		
14	Weekly progress report on meetings	7 June 2021		
15	Meetings' Report	10 June 2021	16	Upon submission and completion of each pertaining deliverable/output to the satisfaction of UNDP and on the basis of actual number of person/days invested (not to exceed the estimated maximum person/days defined by UNDP for the whole assignment)
16	Note on findings of regional consultation events	17 June 2021		
17	Note on recommendations for Turkish municipal councils and electoral system	24 June 2021		
18	Draft Policy Paper	8 July 2021		
19	Participation in online meeting with the Beneficiary	16 July 2021		
20	Note on contribution to final Policy Paper Final Policy Paper	10 August 2021		
21	Checked and finalized English translation of the final Policy Paper	17 August 2021		
ESTIMATED MAXIMUM TOTAL NUMBER OF PERSON/DAYS			58 Person/days	

The maximum total amount to be paid to the Consultant within the scope of this assignment cannot exceed equivalent of 58 person/days.

If a deliverable is not produced and delivered by the Consultant in due time and to the satisfaction of UNDP, no payment will be made even if the Consultant has invested person/days to produce and deliver such deliverable.

The Consultant shall be paid in TRY if he/she resides in Turkey. If he/she resides in a country different than Turkey, the payment shall be realized in USD through conversion of the TRY amount by the official UN exchange rate valid on the date of money transfer. The amount paid to the Consultant shall be gross and inclusive of all associated costs such as social security, pension, income tax, etc.

The daily fee to be paid to the Consultant is fixed regardless of changes in the cost components. The daily fee amount should be indicated in gross terms and hence should be inclusive of costs related to tax, social security premium, pension, visa (if needed), etc. UNDP will not make any further clarification on costs related to tax, social security premium, pension, visa etc. It is the Consultant's responsibility to make necessary inquiries on these matters.

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.