

## **Terms of Reference for**

### **Senior Local Expert on Statistical Analysis of Distance Learning Trainings**

#### **1) BACKGROUND**

UNDP (United Nations Development Programme) 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. UNDP is on the ground in 177 countries and territories, working with them on their own solutions to global and national development challenges.

Accession Partnership for Turkey Document adopted by the Council of the European Union (EU), under the Chapter 24: Justice, Freedom and Security, specifically refers to strengthen and enhance the judicial and administrative capacity of all law enforcement institutions and align their status and functioning with European standards, including through developing inter-agency cooperation as one of the priorities.

Accordingly, IPA II Indicative Strategy Paper for Turkey sets “capacity building to combat cross-border crimes and manage borders in an effective and sustainable manner, focusing on efficient use of equipment, risk analysis, information exchange and integrated border management practices, complemented by upgraded software and hardware” as an action.

Regulation (No 231/2014) establishing Instrument for Pre-accession Assistance (IPA II) indicates that the EU financial assistance shall pursue achievement of the enlargement agenda of Turkey on capacity-building measures for improving law enforcement and border management. It is highlighted that EU will support reforms in the field of integrated border management, including Turkey’s adaptation of necessary legislation and Turkey’s efforts on institutional capacity building.

In line with the EU requirements and policies, the Government of Turkey in the course of progress towards accession to the EU is actively implementing a National Programme for the Adoption of the EU Acquis and a National Action Plan for EU Accession (2016-2019). The objective of the legal harmonization is not only about the amendments in relevant existing legislation; but also about strengthening institutions responsible for the enforcement and implementation of the new procedures and further development of high-level border management and border surveillance systems and standards in line with the EU’s integrated border management policies and strategies. Therefore, the process of “Institution Building and Reform” is considered as crucial in ensuring Turkey’s successful transition to the standards, norms, expectations and obligations of similar EU Member State administrations. Within the process of “Institution Building and Reform”, border management is evaluated as one of the high priority areas under the Chapter 24. To this end, the Government of Turkey is following a reform programme targeting a decrease in irregular migration through developing an effective IBM system, strengthening institutional capacities and raising awareness on matters related to border management.

To this end, the project named “Border Surveillance Capacity between Turkey and the EU - Phase II” aims to respond to the above referred needs in the field of border management and addressing the training capacity needs of LFC to adopt tools for modern border surveillance and to increase the individual capacity of professional border staff. To that aim, distance learning trainings will be developed and delivered to 100 professional staff and face-to-face trainings will be delivered to 200 professional staff (currently LFC staff) who are currently on duty or will be possibly assigned to border security related duties on the procedural requirements of dealing with irregular movements at the border regions as well as fundamental rights on migrants and international protection and combating human trafficking.

In this respect, the Project is composed of 2 components:

**Component 1** – Enhancing Individual Capacity Through Face-to-Face Trainings: This component focuses on face-to-face training modules on Border Management (BM), Border Surveillance and Human Rights developed on the procedures and practices regarding irregular migration in line with international law and practices under the Phase I of the Project. Hence, training program for 208 professional staff of border units working on the procedures and practices regarding irregular migration, human trafficking, cross-border crimes, smuggling and border management, EU's IBM policies and strategies were delivered.

**Component 2** – Enhancing Individual Capacity Through Distance Learning Trainings: The objective of this component is to support border security and surveillance through increasing individual capacity of relevant border units (professional personnel of LFC) by use of distance learning. Development of distance learning system in the field of IBM and human rights is an innovative and sustainable training method for increasing the individual capacity of LFC professional personnel to deal with apprehension of irregular migrants/smugglers at the borders and deliverance of them to the relevant authorities. In addition to IBM (Module 1) and human rights (Module 2) modules, distance learning training material with regards to COVID-19 measures (Module 3) were produced for dissemination to LFC border professionals. The training materials were finalized and will be transmitted into LFC intranet system (Kara Ağı) for testing. After the testing is finalized, distance learning pilot trainings for 100 border professionals will be organized in order to test the infrastructure founded in LFC within the scope of the Project besides testing the accuracy of the content to ensure that it responds the needs.

Under Component 2, success levels of distance learning trainings will be measured by the entry/exit tests conducted among trainees. In addition, opinions and recommendations of trainees will be received through training evaluation forms.

Training evaluation forms and entry/exit tests are expected to be analysed and reported to UNDP, in order to provide evidence about the success of the trainings and to finetune the content/training methodology according to the results, if deemed necessary by UNDP. The analysis is expected to be comprehensive and multi-layered; classified based on training topics and based on training groups. To this end, a Senior Local Expert on Statistical Analysis of Distance Learning Trainings will be mobilized to support UNDP.

## 2) OBJECTIVES OF THE ASSIGNMENT

Senior Local Expert on Statistical Analysis of Distance Learning Trainings will support Technical Assistance Team (TAT) for the conduct of statistical analysis of the entry and exit tests and training evaluation forms filled by the participants of distance learning trainings and provide his/her professional services to interpret and report the variance of knowledge attained by the trainees in a clear and understandable way to TAT. The Consultant will make use of the entry/exit test format and training evaluation forms developed by the Chief Technical Advisor and finetune their content/methodology if necessary.

Consequently, to communicate the success levels of trainings with wider public and to disseminate the training results

on the LFC personnel; the Consultant is expected to prepare brief and easily understandable graphics, along with explanatory notes on the findings of the data analysis which will be used for Report on Enhancing Individual Capacity Through Distance Learning Trainings (Component 2), Project Final Report and for the Closure Event of the Project. Draft graphics along with explanatory notes shall be submitted to UNDP for review and comments. According to the feedbacks, the Consultant is expected to revise the presentation and finalize it. The Consultant should pay attention to the success level of each training Module. Hence, for Modules 1, 2 and 3, the Consultant will provide statistical data interpretation in terms of knowledge obtained **for each module separately**. Finally, the Consultant will provide statistical data interpretation in terms of knowledge obtained **for the whole Distance Learning Training**.

The Consultant will work in cooperation with Technical Assistance Team (TAT) during his/her Assignment. In addition, the Consultant will work closely with UNDP, Ministry of Interior (MoI) and Land Forces Command (LFC) and related stakeholders to ensure the satisfactory delivery of the expected outputs. His/her functions do not include managerial, supervisory and/or representative functions.

### 3) DESCRIPTION OF RESPONSIBILITIES

Senior Local Expert on Statistical Analysis of Distance Learning Trainings is expected to perform the following tasks:

- Determine and design the most effective and appropriate ways of conducting the entry/exit tests and training evaluations tailored for the trainees, which may address different levels of knowledge and experience of the professionals in the field.
- Analyse the entry/exit tests and training evaluation forms and interpret the data for each Module separately (Modules 1, 2 and 3) with the focus on knowledge obtained.
- Analyse the entry/exit tests and training evaluation forms and interpret the data for the whole Distance Learning Training with the focus on knowledge obtained.
- Summarize and share the findings of the analysis in a separate report, classified based on training topics and training groups.
- Prepare reader friendly graphics along with explanatory notes which include the findings of the data analysis and the success levels of trainings indicating knowledge obtained for each module separately (Modules 1, 2 and 3) and the whole Distance Learning Training to be presented in the Closure Event of the Project.
- Revise the graphics, along with explanatory notes according to the feedbacks provided by UNDP.

All documents and data provided to the Consultant are confidential and cannot be used for any other purposes or shared with a third-party without any written approval from UNDP.

#### **4) EXPECTED OUTPUTS AND DELIVERABLES**

The Consultant is expected to develop and submit the below listed outputs/deliverables to the satisfaction of UNDP:

<b>Activity</b>	<b>Output/Deliverable</b>	<b>Estimated Number of Person/days to be Invested by the IC*</b>	<b>Due Date</b>
Analysis of the entry/exit tests and training evaluation forms and data interpretation	Statistical analysis report on distance learning training results	4 person/days (Home-based)	10 December 2020
Preparation of graphics, along with explanatory notes for the Closure Event of the Project, which includes the findings of the data analysis and the success levels of trainings indicating knowledge obtained	PowerPoint presentation on distance learning data analysis	1 person/day (Home-based)	11 December 2020
<b>Estimated Maximum Total Number of Person/Days</b>		<b>5 person/days</b>	

\*The “Estimated Number of Person/Days” indicated herein represent the maximum person/days that will be the basis of the payment to the Consultant throughout the contract validity. The payments to the Consultant will be based on the actual number of person/days invested for the development of each specific deliverable. The total person/days of the consultant (consecutive or non-consecutive person/days) dedicated to the assignment shall be at a maximum 5 person/days between 4 December 2020 and 20 December 2020. Payments to the Consultant within the scope of this Assignment cannot exceed equivalent of 5 person/days.

Without submission and approval (by UNDP) of the above listed deliverables in due time and quality, the Consultant shall not be entitled to receive any payment from UNDP even if he/she invests time in this assignment.

In cases where the Consultant may need to invest additional person/days to perform the tasks and produce the deliverables listed and defined in the present Terms of Reference, the Consultant shall do so without any additional payment.

- ***Reporting Line***

The Consultant will be responsible to the IDG Portfolio Manager for the completion of the tasks and duties assigned in Article 3 and Article 4. All of the deliverables/reports are subject to approval of IDG Portfolio Manager in order for the payments to be realized to the Consultant.

- ***Reporting Conditions***

The reporting language should be in English. All information should be provided in electronic versions in word and PDF format. The Consultant shall be solely liable for the accuracy and reliability of the data provided, along with links to sources of information used.

- ***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.

## 5) INSTITUTIONAL ARRANGEMENT

UNDP will provide background materials, for the Consultant's review, reference and use. Neither UNDP nor any of the project partners are required to provide any physical facility for the work of the Consultant. 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/or the relevant project partners such facilities may be provided at the disposal of the Consultant. UNDP and/or the relevant project partners will facilitate meetings between the Consultant and other stakeholders, when needed.

## 6) TIMING AND DURATION

The Assignment is expected to start by 4 December 2020 and is expected to be completed by 20 December 2020.

## 7) PLACE OF WORK

Place of work for the Assignment is Home-based. The IC may be requested to travel within Turkey. The travel, accommodation costs (bed and breakfast) and living costs (terminal expenses, intra-city travel costs, lunch, dinner, etc.) of these travels will be borne by UNDP. UNDP will arrange economy class roundtrip flight tickets through its contracted Travel Agency.

In case of need of additional travels that are unforeseen in the ToR, the costs of the respective travels of the IC may either be;

- Arranged and covered by UNDP from the respective budget without making any reimbursements to the IC, through UNDP's official Travel Agency or,
- Reimbursed to the IC upon the submission of the receipts/invoices of the expenses by the IC and approval of the UNDP. The reimbursement of each cost item is subject to the following constraints/conditions provided in below table or,
- 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/receipt, etc. by the consultant with the
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	UNDP's F-10 Form 3- Acceptance and approval by UNDP of the invoices and
Other Expenses (intra city transportations, transfer cost from /to terminals, etc.)	Up to 20% of effective DSA rate of UNDP for the respective location	

## 8) QUALIFICATION AND SKILLS REQUIREMENTS

	Minimum Qualification Requirements	Assets
<b>General Qualifications</b>	<ul style="list-style-type: none"> <li>University degree in statistics, social studies, computer sciences or any other relevant field.</li> <li>Excellent oral and written communication skills in English and Turkish.</li> </ul>	<ul style="list-style-type: none"> <li>Master's degree in statistics or any other relevant field.</li> </ul>
<b>General Professional Experience</b>	<ul style="list-style-type: none"> <li>Minimum 10 years of professional experience.</li> </ul>	
<b>Specific Professional Experience</b>	<ul style="list-style-type: none"> <li>Minimum 5 years of local work experience in public agencies, academia and/or scientific research entities with regards to statistical data collection and analysis.</li> <li>Work experience in designing and conducting surveys related to adult learning.</li> <li>Experience in providing qualitative and quantitative statistical analysis reports to public institutions.</li> </ul>	<ul style="list-style-type: none"> <li>Work experience in EU funded training projects.</li> <li>Work experience in IBM/border management projects.</li> <li>Ability to use software programmes designed for statistical analysis (such as SPSS).</li> </ul>

### 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.
- Experience gained prior to completion of undergraduate studies is not considered professional experience.



### 9) PAYMENTS

Payments will be made within 30 days upon approval of deliverables by UNDP, along with the Certification of Payment Form (COP) on the basis of the actual number of person/days invested by the IC for development of that respective deliverable and pertaining payment documents signed by the IC and approved by the IDG Portfolio Manager. While the IC may invest less or more than estimated number of person/days for each deliverable different than the estimated person/days stipulated in the table in Article 4, the total amount of payment to be affected to the IC within the scope of this Assignment cannot exceed equivalent of 5 person/days throughout the contract validity.

If any of the deliverables stipulated in Articles 3 and 4 of this Terms of Reference are not produced and delivered by the IC in due time and to the satisfaction of UNDP, no payment will be made even if the IC has invested person/days to produce and deliver such deliverables.

The IC shall be paid in USD 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 USD amount by the official UN Operational Rate of Exchange applicable on the date of money transfer.

The daily fee to be paid to the IC 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 applicants' 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.