



Annex 1:

Terms of Reference

Framework Based Individual Consultancy Services as Translator/Interpreter for Written Translation/Interpretation of Reports

1. BACKGROUND

Countries have shut down the economy to slow the spread of the COVID-19 to contain the Pandemic and put in place several measures to mitigate the short-term impact of the Pandemic Crisis. The main policy measure used is social distancing that implies a drastic decline in economic mobility, first leading to a sudden stop in urban services sector, triggering cash flow issues for firms and declining income and unemployment for people.

Turkey reported its first positive case of COVID-19 on 11 March 2020. Similar to other countries responding to the pandemic, the number of positive cases in Turkey has increased daily with an expansion in the number of tests conducted nation-wide. As of 10 June, the number of cases stand at 173,036, including 4,746 deaths. The temporary closure of businesses, including 10,000 Syrian-owned businesses in Turkey, have been causing unemployment and loss of income through decreasing wages, affecting all parts of society. UNDP rapidly developed an integrated response to COVID-19 health, humanitarian and developmental crisis at global, regional and national levels. The response is consistent with both, the UN Socio Economic Response Framework and the WHO led Strategic Preparedness and Response Plan and aligned with country-specific needs. The interventions tackle three phases of preparedness, response and recovery in three areas: health systems support, inclusive and integrated crisis management, social and economic needs assessment. UNDP in Turkey is reprogramming its current activities in all of its areas of intervention with a focus on most disadvantaged groups. UNDP also co-leads the UN response to the medium and long-term socio-economic impacts and is also co-coordinating with UNHCR the 3RP -Regional Refugee and Resilience Plan- Turkey chapter to support Syrian refugees and host communities in Turkey.

UNDP's solid partnerships with private sector and the Business for Goals (B4G) Platform that was established in 2018, have allowed for a quick response to support private sector needs to the impacts of the pandemic, with a focus on small and medium-scale enterprises (SMEs) that stand at the core of Turkey's employment and economy. In collaboration with B4G, surveys have been conducted to better understand how the COVID-19 has affected micro and small and medium-scale enterprises (MSMEs) in Turkey including Syrian-owned businesses. The survey shows that 62% of local enterprises responded that they were «substantially impacted» while this rate is 65% for Syrian owned enterprises. The business volume of more than half of the companies has decreased by more than 50% for local businesses while this rate is 70% for Syrian businesses. It is evident that SMEs are the hardest hit and the ones employing the most vulnerable sectors of population. 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 for COVID-19. As the Leading Agency in Livelihoods Sector of 3RP, UNDP has reprogrammed the projects under Syria Crisis Response and Resilience Portfolio 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 business development support and digital livelihoods opportunities. The COVID-19 pandemic is devastating lives, public health systems, livelihoods and economies all over the world.

The Project includes activities that fall under the following Outputs:

Output 1- Health Systems Strengthening: The UNDP Turkey project proposal addresses the needs on “Health care waste management” and “Health Procurement”. Based on the request of the Ministry of Health (MoH), the Project will support Ministry’s efforts to enhance their crises response actions via additional laboratory equipment to serve immediate needs of the relevant units at the Ministry.

The Project will also address medical waste related needs with a view to address the new challenges of municipalities and hospitals that have limited resources of containers, PPEs for med-waste treatment and required capacity for effective management of medical waste management and based on the agreement with the Government for support in this area. The Output will also have a specific focus on a big new pressure on municipalities in terms of rapid sterilization of this equipment through sterilization units and UV containers that enable these wastes to be sterilized and decrease the risk of exposure by others

Output 2- Inclusive and integrated crisis management and response: The UNDP Turkey project proposal under this Output will support national and sub-national capacities for planning, coordination and crisis management and in partnership with Development Agencies by developing guidelines and strategies for 6 fragile sectors including tourism, automotive, machinery, textile, food and logistics sectors and conducting a global market analysis and product space analysis in selected Development Agencies.

In addition, 1,000 SMEs will be provided with technical support and business advisory services to help them develop capacities, through an integrated and harmonized local pandemics and disaster resilience support system, which is based on inclusive and gender sensitive approach to risk-informed resilience.

Complementary to UNDP’s existing support to Syria Crisis Response and Resilience programming, the specific needs of the Syrian owned enterprises and businesses to improve digital livelihood opportunities will also be addressed as a vital need while the traditional sectors are shrinking rapidly due to the pandemic. In that respect, Output 2 will focus on increasing the digital capabilities of Syrian owned businesses such as digital communications tools, marketing practices, sales channel development and managing social media tools for businesses through training and mentorship programs and financial support packages for refugees as well as an online freelance working platform that will be developed in cooperation with UNDP Bangladesh.

Private sector partnerships will be ensured through B4G platform partner private sector volunteer based organizations (TUSIAD and TÜRKONFED) and close engagement of Chambers of Commerce/Industry, Electronic Commerce Companies Association (ETİD), Turkish Exporters Assembly (TİM), Automotive Suppliers Association of Turkey (TAYSAD), Istanbul Textile and Apparel Exports Associations (İTKİB), Association of Turkish Machine Manufacturers (MİB) and Investment Support Offices (YDO). Regarding the activities addressing the Syrian population UNDP will continue to work with DG Productivity at Ministry of Technology and Industry, which is the main partner of UNDP in Syria Crisis Response programming supporting entrepreneurship as well as Ministry of Labor, Family and Social Services DG International Labor Force, counterpart in 3RP Livelihoods Sector will be the main institutional contact on freelance working platform and support provided to the Syrian-owned enterprises.

Output 3- Addressing the human rights and socio-economic impacts of COVID-19: The UNDP Turkey project proposal under this Output aims to provide Building Back Better (BBB) type of support to the Government and private sector to open up towards a low-carbon, inclusive and rights-based economy in line with SDGs. It is expected that the Project will provide guidance to Government and non-government institutions to apply a resilience lens to economic recovery policies.

The Project is also in full alignment with UN socio-economic response strategy and planning to mobilize joint action of the public and private sector for Covid-19 response and recovery towards a rights-based, gender sensitive, refugee inclusive and low-carbon economy.

In view of the above, the consultant as Translator/Interpreter will provide framework-based consultancy services from Turkish to English and English to Turkish written/oral translation/interpretation within the scope of the project.

2. OBJECTIVE AND SCOPE

The overall objective of the Assignment will be Turkish to English written translation/interpretation of new market analysis report and 25 Region-based sectoral analysis and guidelines for selected fragile sectors; and Turkish to English or English to Turkish written translation/interpretation for other reports produced within the scope of the Project and; Turkish to English or English to Turkish simultaneous/consecutive translation/interpretation for the event will be held within the scope of the project.

The Assignment shall deliver;

- Written translation/interpretation of a new market analysis report; will be approximately 200 pages,
- Written translation/interpretation of 25 Region-based sectoral analysis and guidelines in the selected pilot regions; each will be approximately 120 pages and
- Turkish to English or English to Turkish written translation/interpretation of other reports upon request; will be detailed in SRs (services requests).

The IC will work on a framework contract basis. Specific activities and deliverables expected from the IC will be articulated in specific service requests to be made by UNDP during the contract.

3. DUTIES AND RESPONSIBILITIES OF THE INDIVIDUAL CONSULTANT

UNDP will mobilize an Individual Consultant (IC) as Translator/Interpreter to provide framework-based consultancy services for translation/interpretation of new market analysis report, 25 Region-based sectoral analysis and guidelines for selected fragile sectors within the scope of the Project and written/oral translation/interpretation of other reports/events upon request. Within this scope, the IC will work closely with the UNDP Project Team and will report to ISG-PPI Portfolio Manager.

The tasks and duties of the IC will be to;

- Make written translation/interpretation and submit translation in word processed documents;
- Proofread and edit the document;
- Share draft translation with UNDP Project Team and revise accordingly;
- Incorporate suggested changes to the translation;
- All text, including texts contained in figures, boxes, captions, sources and covers requires translation and proof reading;
- Ensure high quality and accuracy of the entire document before submitting it to the UNDP;
- Ensure accuracy of the terms and terminology used in the documents;
- Ensure that the translation is written with style, correct grammar and spelling, and
- Complete the work within the agreed timeline and submit the final translation in soft copy.
- Make simultaneous/consecutive oral translation/interpretation for the events upon request;
- Review the outputs to be developed within the scope of the assignment and assure quality, coherence, complementarity of the deliverables and responsiveness to the Terms of Reference

The listed activities are subject to development and change with consent of UNDP Turkey Local Socio-Economic Development Expert, Portfolio Manager (ISG-PPI) and MoIT, DGDA. These possible developments and changes will be shared with the IC throughout the contract execution, the IC will conduct activities in accordance with the sections 2 and 3 of this Terms of Reference.

4. EXPECTED OUTPUTS AND DELIVERABLES

The IC will work as a consultant and expected to invest (at maximum) **45 working days** throughout contract duration.

The framework contract will be executed based on assignments detailed in each specific service requests to be prepared by UNDP. Service requests will be developed by ISG-PPI Portfolio Manager and the

time schedule for each activity will be determined by UNDP in consultation with the IC. Service request will be effective upon signing and return by the IC.

The deliverables will be subject to certification and approval by ISG-PPI Portfolio Manager within the deadlines to be set in specific service requests.

Reporting:

All reports shall be submitted in English and/or Turkish as will be elaborated in specific service requests. The reports shall be submitted to ISG-PPI Portfolio Manager for final approval. All the reports are subject to approval from ISG-PPI Portfolio Manager to realize the payments to the IC.

The IC shall be solely liable for the accuracy and reliability of the data provided, links to sources of information used.

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

5. TIMING AND DURATION

The assignment is expected to start on **18 January 2021** and is expected to be completed by on **31 March 2021**. The IC is expected to invest **maximum 45 working days throughout the contract duration**.

6. REQUIRED QUALIFICATIONS

The following table demonstrates the required qualifications of the IC to be selected for this Assignment. The required qualifications of the IC are as follows:

	Minimum Requirements	Assets
<i>General Qualifications</i>	<ul style="list-style-type: none"> B.S. in Department of Translation and Interpreting, English Language and Literature, International Relations, Economics, Business Administration, Administrative sciences, Engineering, Statistics, City and Regional Planning, Social Sciences and/or relevant fields. (7 points) Proficiency in Turkish (4 points) Proficiency in English. <u>Proof document shall be submitted.</u> (4 points) 	<ul style="list-style-type: none"> Asset: Master's Degree or PhD. in of Translation and Interpreting, English Language and Literature, International Relations, Economics, Business Administration, Administrative science, Engineering, Statistics, City and Regional Planning, Social Sciences and/or relevant fields. (5 points)
<i>Professional Experience</i>	<ul style="list-style-type: none"> At least 10 (ten) years of relevant general professional experience (15 points) 	N/A
<i>Specific Experience</i>	<ul style="list-style-type: none"> Specific experience in translation of sectoral articles/analyses/reports/books from Turkish to English and vice versa (15 points) Specific experience in written translation of book/academic articles/reports (10 points). 	<ul style="list-style-type: none"> Asset: Specific experience in translation/interpretation in the field of sustainable development. (10 points)
Notes: <ul style="list-style-type: none"> 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. 		

UNDP is committed to achieving workforce diversity in terms of gender, race, ethnicity, indigenous identity, disability and culture. Individuals from all genders, minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with utmost confidentiality.

7. INSTITUTIONAL ARRANGEMENT

UNDP will provide to IC 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 the UNDP and relevant stakeholders, such facilities may be provided at the disposal of the IC. UNDP will facilitate meetings between the ICs and other stakeholders, when needed.

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

8. PLACE OF WORK

Place of work for the assignment is home-based. All travel, accommodation and living costs in duty station (home based) will be covered by the IC. It may be required that the IC travels out of the duty stations within the scope of this Terms of Reference. In case of travel out of the duty station is needed, the travel and accommodation costs of these missions will be borne by UNDP. The cost and terms of reimbursement of any travel authorized by UNDP for IC must be negotiated prior to travel. The respective travels of the IC may either be;

- Arranged and covered by UNDP CO from the respective project budget without making any reimbursements to the IC 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 subject to following constraints/conditions provided in below table;
- covered by the combination of the above options

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 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	

As per UNDSS rules, the IC is responsible for completing necessary online security trainings and submitting certificates and travel clearance prior to assignment-related travels.

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. However, if the deliverables are not produced and delivered by the IC to the satisfaction of UNDP as approved by ISG-PPI Portfolio Manager, no payment will be made even if the IC has invested working/days to produce and deliver such deliverables.

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 IC. Payments will be made against submission of the deliverable(s) in the specific service requests by the IC and approval of such deliverables by UNDP.

The amount paid to the IC 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 based on actual number of days invested in that respective deliverable and the pertaining Certification of Payment document signed by the expert and approved by ISG-PPI Portfolio Manager. **The total amount of payment to be affected to the IC within the scope of this contract cannot exceed 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.