

Call for Expression of Interest for Trainers/Consultant&Mentors on “Inclusive and Sustainable Growth Portfolio”

REF: UNDP-TUR-ISG-2021-EoI

INSTRUCTIONS TO APPLICANTS

General		
1	Eligibility	This “Call for Expression of Interest” is open for both individual consultants and legal entities (e.g. Companies, Universities, Institutes, Foundations, Associations etc.) employing more than 3 staff members.
2	Purpose	The aim of the call is to establish a qualified pool of trainers/consultants&mentors who can deliver professional services on a short-term or retainer basis to be used for the Inclusive and Sustainable Growth (ISG) Portfolio. The areas, for which the professional services will be procured, are listed in Attachment 1 (Generic Terms of Reference).
3	Deadline	<p>The Call for Expression of Interest will be open until 31.12.2021 (subject to extension, as needed by UNDP).</p> <p>UNDP will evaluate the applicants starting from Monday in the third week of each month, as a routine practice.</p>
Preparation and Submission of Applications (Expression of Interest)		
4	Language	All applications should be made in the English Language. Applications in languages other than the English Language may be automatically eliminated by UNDP without a further request for clarification and/or completion.
5	Submissions	<p>All submissions and inquiries shall be emailed to tr.icproposal@undp.org</p> <p>The subject line must be indicated as, REF: UNDP-TUR-ISG-2021-EoI</p>
6	Documents	<p>Submissions shall include Application Form (Attachment 2) and CV.</p> <p>Legal entities may submit more than one set of application form and CV.</p>
7	Validity period	All applications will be assumed to be valid until December 2023, unless otherwise specifically noted by the applicant.
Evaluation and Award of Contract		
8	Step 1: Expression of Interest & Long listing	<p>The applications (expression of interest) will be reviewed by a screening committee against the minimum requirements, defined in the attached generic terms of reference. Applicants meeting the minimum requirements (<u>pass/fail</u>) will be included in the roster.</p> <p>Screening process will be repeated on a monthly basis (or more frequently when needed) to review the incoming applications and expand the roster accordingly.</p> <p><u>The outcome of the long-listing process is a roster of trainers and consultants/mentor meeting the minimum requirements of the generic terms of reference, categorized in accordance with the level, type and area(s) of expertise of the trainers and consultants.</u></p>
9	Step 2: Procurement Notice & Short-listing	The project management unit that will deploy an IC/ICs will prepare specific Terms of Reference (ToR) for each assignment. Assignment-based specific terms of reference will include (a) specific set of required qualifications and (b) the level, type and area(s) of expertise, required for fulfillment of the assignment.

		<p>Assignment-based specific terms of reference will be sent (via e-mail) to the long-listed consultants, qualifications of whom meet the level, type and area(s) of expertise, identified in the relevant specific ToR.</p> <p>The invitees will be provided with the opportunity to update their CVs with a view to highlight their qualifications and experiences that are most relevant to the requirements of the specific Terms of Reference. Invitees may also prefer not to update their CVs in which case the CVs submitted during the expression of interest will be taken into account.</p> <p>A short-listing committee will review and score CVs of the candidates, based on the specific set of qualifications, indicated in the assignment-based specific terms of reference. The outcome of the short-listing process is a list of consultants that meet the minimum requirements in the assignment-based specific Terms of Reference, scored in accordance with the technical evaluation criteria indicated in the relevant ToR.</p>
10	Step 3: Price Proposal	Short-listed candidates will be asked to submit their price proposals, by following the guidelines and price proposal submission template to be sent to the short-listed candidates along with the request for submission of price proposal. Only successful candidates will be contacted as a result of the process.
11	Award Criteria	To be specified in the procurement notices.
Others		
12	Attachments	Attachment 1: Generic Terms of Reference Attachment 2: Application Form Attachment 3: General Terms and Conditions
<p>* All the applications will be received through email. UNDP will not assume any responsibility for any failure regarding transmission and/or receipt of emails. UNDP will not accept any liability and/or cannot be kept liable for not receiving email submissions that are rejected by its servers due to the excessive size of the email (e.g. larger than 10 MB), virus, spam etc. No phone inquiries will be accepted regarding receipt of applications.</p> <p>** The UNDP reserves the right to cancel the application, evaluation and/or the award process and reject all applications at any time prior to award of an agreement without incurring any liability to the affected applicants. Only shortlisted candidates will be contacted.</p> <p>*** UNDP implements several projects and programmes, applications to this call for expression of interest will be considered for specific projects. Candidates to be long listed may not be automatically considered for other opportunities.</p>		

Attachment 1:		Generic Terms of Reference
1	Background	<p>UNDP 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.</p> <p>UNDP Turkey's Inclusive and Sustainable Growth (ISG) portfolio aims to address structural issues critical to national competitiveness, paying full attention to inclusiveness and sustainability. ISG Portfolio is positioned to address structural economic problems, such as employment, productivity, competitiveness, innovation, the middle-income trap, multi-dimensional poverty, energy security and regional disparities, as well as challenges with social, environmental and economic repercussions, such as urbanization, depletion of natural resources, increased vulnerability to natural disasters, gender inequality etc.</p>
2	Purpose and Scope	<p>Portfolio's work aims to contribute to eradicate regional disparities, to improve rural livelihoods, to enhance competitiveness, to increase employment, to support green growth and to boost entrepreneurship and innovation through collaborating with the Government, the civil society and the private sector. Through projects, stronger participation of women and youth in the economy is advocated.</p> <p>There are two programme areas within ISG Portfolio:</p> <ul style="list-style-type: none"> • Competitiveness and Economic Growth • Local Economic Development & Social Policies and Services <p>The trainers/consultants & mentors are to be involved in different short-term consultancy positions with regards to Competitiveness and Economic Growth Programme areas.</p>
3	Nature of Services and Areas of Expertise	<p><u>Trainers:</u></p> <p>In accordance with the above-listed programme areas (Section 2), the following support services will be provided by trainers on expertise areas concerning:</p> <p>Non-technical Trainings:</p> <ul style="list-style-type: none"> - Conflict Management - Teamwork - Time Management - Creative Thinking - Problem-solving & Decision-making - Creative Project Design - Design-focused Thinking <p>Technical Trainings:</p> <ul style="list-style-type: none"> - R&D, Innovation and Co-operation <ul style="list-style-type: none"> o Cluster Management o Innovation Management o Intellectual Property Rights o Network Management - Entrepreneurship <ul style="list-style-type: none"> o Basic entrepreneurship o Advance entrepreneurship o Social entrepreneurship and impact investments

		<ul style="list-style-type: none"> - Digitalization <ul style="list-style-type: none"> o Digital Transformation (Project Management) o Digital Maturity Evaluation o Digital Transformation Roadmap Creation o Data Management - Productivity <ul style="list-style-type: none"> o Continuous Amelioration (KAIZEN) and 5S o Lean Production o Dynamic Production o Provision and Purchasing o Logistics and Supply Chain Management o Value Chain Analysis - Foreign Trade <ul style="list-style-type: none"> o New Generation Marketing o Market Development o Brand Management - Management and Organization <ul style="list-style-type: none"> o Strategic Planning and Management o Human Resources Management o Feasibility Determination <p>Trainers will be expected to provide trainings to white-collar and blue-collar personnel in order to increase the competitiveness and innovation capacity of firms. The candidates are expected to have teaching experience in the aforementioned fields and must be able to support this experience with official documentation.</p> <p><u>Consultants & Mentors:</u></p> <p>In accordance with the above-listed programme areas (Section 2), the following assistance services will be provided by consultants and mentors on expertise areas concerning:</p> <ul style="list-style-type: none"> - R&D, Innovation and Design <ul style="list-style-type: none"> o Innovation Management o Intellectual Property Rights o Technology Roadmap Development o Innovative product/process Analysis and Development o Computer-based Design, Production and Engineering o Modelling and Simulation o Prototypes o Statistical Process Management o Experimental Development o Failure Mode and Effects Analysis o Product Placement o Value Creation and Business Model Development - Entrepreneurship <ul style="list-style-type: none"> o Basic entrepreneurship o Advance entrepreneurship o Social entrepreneurship and impact investments - Digitalization <ul style="list-style-type: none"> o Digital Transformation (Project Management) o Digital Maturity Evaluation o Digital Transformation Roadmap Development o Data Management - Productivity
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		<ul style="list-style-type: none"> ○ Continuous Amelioration (KAIZEN) and 5S ○ Lean Production ○ Dynamic Production ○ Provision and Purchasing ○ Logistics and Supply Chain Management ○ Value Chain Analysis - Foreign Trade <ul style="list-style-type: none"> ○ New Generation Marketing ○ Market Development ○ Brand Management - Management and Organization <ul style="list-style-type: none"> ○ Strategic Planning and Management ○ Human Resources Management ○ Feasibility Determination ○ Access to Financial Resources ○ Company Management ○ Client Management - Collaboration <ul style="list-style-type: none"> ○ Cluster Management ○ Business Development ○ Network Management <p>Consultants will be expected to provide consultancy and mentorship services to firms in the areas above in order to increase their competitiveness and innovation capacity. Applicants are expected to have mentorship and consultancy experience in the aforementioned fields and must disclose and document the firms and fields in which they have previously provided mentorship or consultancy services, and the duration of these services.</p>
4	General Required Qualifications and Experience	<p><u>Trainers:</u></p> <p>In order to be long-listed, an applicant must possess the following qualifications and experience:</p> <ul style="list-style-type: none"> • Education: Bachelor's degree in the field of economics, administrative and social sciences, engineering and other related fields. • Asset: Master's degree in a relevant field, Certification in adult teaching or the training of trainers • General Professional Experience: A minimum of five years of general professional experience • Specific Professional Experience: Provided trainings in the fields specified in Section 3 of the Generic Terms of Reference • Asset: Having provided trainings to Turkey's top 500 firms, Holding International Certifications, working experience in international organizations as a trainer in the areas specified above (Section 3), <p>(Note: obligatory military service, internships and experience gained prior to obtainment of a university degree is not considered professional experience)</p> <p><u>Consultants & Mentors:</u></p> <p>In order to be long-listed an applicant must possess the following qualifications and experience:</p> <ul style="list-style-type: none"> • Education: Bachelor's degree in the field of economics, administrative and social sciences, engineering and other related fields.

		<ul style="list-style-type: none"> • Asset: Master's or Doctorate Degree in a relevant field • General Professional Experience: A minimum of fifteen years of general professional experience, a minimum of five years of industrial experience • Specific Professional Experience: Working Experience in international organizations in the areas specified above (Section 3), Working experience in automotive, white appliances, electronics, metal, defense industry, informatics sectors. • Asset: Working experience in foreign-owned companies in Turkey and/or working experience in abroad, having provided trainings to Turkey's top 500 firms, Holding International Certifications, Experience in delivering consultancy and mentoring services to Entrepreneurs <p>(Note: obligatory military service, internships and experience gained prior to obtainment of a university degree is not considered professional experience)</p>
5	Duration	Services will be delivered within 2021.
6	Other Considerations	<p>The following matters, if applicable, will be specified in the specific Terms of Reference:</p> <ul style="list-style-type: none"> • Detailed description of task and duties of the consultants, • Detailed description of required qualifications and experience, Outputs to be delivered by the consultants and payment terms and conditions, • Timeframe and number of working/days to be invested by the consultants, • Duty station, • Place of work, • Logistical arrangements, • Facilities to be provided

Attachment 2:	Application Form
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PART A: Personal Information

Name(s)	
Last Name	
Nationality	

PART B: Qualifications and General Professional Experience**Trainers:**

Please answer the following questions	Yes	No
Do you have a bachelor's degree?	<input type="checkbox"/>	<input type="checkbox"/>
Have you provided trainings in the fields specified in Section 3 of the Generic Terms of Reference?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have at least 5 years of professional experience?	<input type="checkbox"/>	<input type="checkbox"/>
Have you received certification in adult teaching or the training of trainers?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a master's degree in a relevant field?	<input type="checkbox"/>	<input type="checkbox"/>
Have you undertaken similar work as a trainer in international organizations?	<input type="checkbox"/>	<input type="checkbox"/>
Have you provided trainings to Turkey's top 500 firms?	<input type="checkbox"/>	<input type="checkbox"/>
Do you hold international certifications?	<input type="checkbox"/>	<input type="checkbox"/>

Consultants & Mentors:

Please answer the following questions	Yes	No
Do you have a bachelor's degree?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have at least 15 years of professional experience?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a minimum of 5 years of experience in industry sector?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a postgraduate degree in a relevant field?	<input type="checkbox"/>	<input type="checkbox"/>
Have you undertaken similar work in international organizations?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have working experience in foreign-owned companies in Turkey and/or working experience in abroad?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have working experience in automotive, white appliances, electronics, metal, defense industry, informatics sectors?	<input type="checkbox"/>	<input type="checkbox"/>
Have you provided trainings to Turkey's top 500 firms?	<input type="checkbox"/>	<input type="checkbox"/>
Do you hold international certifications?	<input type="checkbox"/>	<input type="checkbox"/>

PART C: Broad Areas of Specific Professional Experience**Trainers:**

Please indicate tick the appropriate boxes to demonstrate level and type of your teaching experience in the following fields (details provided in Section 3 of Generic Terms of Reference):	More than 3 years but less than 5 years	More than 5 years but less than 10 years	More than 10 years	International Experience
Conflict Management				
Teamwork				
Time Management				
Creative Thinking				
Problem-solving & Decision-making				
Training of Trainers				
Creative Project Design				
Design-focused Thinking				
R&D, Innovation and Co-operation				
Digitalization				
Entrepreneurship				
Productivity				
Foreign Trade				
Management and Organization				
Other (listed in Section 3 of Generic Terms of Reference)				

Consultants & Mentors:

Please indicate tick the appropriate boxes to demonstrate level and type of your consulting and mentorship in the following fields (details provided in Section 3 of Generic Terms of Reference):	More than 3 years but less than 5 years	More than 5 years but less than 10 years	More than 10 years	International Experience
R&D, Innovation and Co-operation				
Digitalization				
Entrepreneurship				
Productivity				
Foreign Trade				
Management and Organization				
Collaboration				
Other (listed in Section 3 of Generic Terms of Reference)				