



CO Turkey

TERMS OF REFERENCE (TOR)

INTERNATIONAL INDIVIDUAL CONSULTANCY SERVICES FOR PROJECT IMPLEMENTATION SUPPORT

1 BACKGROUND

The Projects for the Civilian Oversight of Internal Security Sector have identified the main requirements for an effective and human centred civilian oversight mechanism over the internal security sector. Building on the recommendations and results of the former phases, the 3rd Phase of the Project at hand is designed to deepen Phase I and Phase II results. This new Phase will also support the Government in establishing the best model for ISFs and its effective functioning under MoI, in line with international principles and best practices in the EU. This new Phase is in conformity with the priorities of the Accession Partnership and EU/Commission policies by supporting the ongoing work of Turkey. Assessment of various progress reports of the European Commission along with the policy endeavours of Turkey to address gaps in the civilian oversight and the outputs of the partnership of Turkey jointly achieved with UNDP and the Delegation of the European Union to Turkey (EUD) are the basis of the Project. The Project (CO III) is accepted under the 2014 Action Document for Fundamental Rights Sub-Field prepared by the Directorate for EU Affairs (DEUA) Department of Political Affairs under the Ministry of Foreign Affairs as the Lead Institution. The target groups are the Ministry of Interior, including provincial administrations and ISFs, and the Grand National Assembly of Turkey. The MoI Department of Smuggling, Intelligence, Operations and Data Collection is the main beneficiary of the Project, whereas UNDP will provide technical assistance to the MoI for efficient and effective implementation of the Project. The Project is composed of 4 components:

Component A - Legislative and Institutional Framework: This component aims to improve, the training curriculum, strategies and the basic legislative and regulatory framework governing the Police, Gendarmerie and Coast Guard as well as the Local Security System in the light of civilian/democratic oversight and accountability principles. It is also planned that the performance evaluation system of MoI over ISFs will be strengthened through the Project.

Component B - Parliamentary Oversight: This component aims to develop a strategy to systematically oversee the work of ISFs through the work of relevant Commissions of the Grand National Assembly of Turkey.

Component C - Scaling Up of the Pilot Security Governance Structures: This component aims to scale up the pilot security governance structures nationwide and support their effective functioning through capacity development and technical assistance.

Component D - Individual and Institutional Capacity Building: This component aims to build institutional and individual capacities of the Governors, District Governors and citizens to enhance the understanding and internalisation of citizen-focused security services.

The International Individual Consultant for Project Implementation Support (STE) will be mobilized in the period from February 2021 to July 2021, in order to support the project's implementation and delivery of specific project outputs in a timely and quality manner; as detailed throughout this Terms of Reference (ToR).

2 OBJECTIVE AND SCOPE

The objective of this Individual Consultancy is to provide support for the smooth implementation of Strengthening the Civilian Oversight of Internal Security Forces Phase III Project. The IC is expected to work closely with Chief Technical Advisor in effective implementation of all Project activities in all four Components summarized above by providing support in editing reports, review and editing of reports, supporting data analysis and contributing to the effective delivery of the project outputs at the highest potential quality in a timely manner.

3 DUTIES AND RESPONSIBILITIES OF THE INDIVIDUAL CONSULTANT (IC)

Within the scope of the Assignment; the IC is expected to provide consultancy services for the below listed activities:

- Supporting the Project for the preparation of reports, methodologies of data analysis of the Project, and reports' outlines and formats in collaboration with the Key Experts, short-term experts and UNDP Project Team and ensure smooth implementation of all activities defined within the scope of the Project Document.
- Conducting review of national reports, language editing, etc.
- Support in reviewing and editing comparative reports.
- Support in ensuring consistency of tables and of variables.
- Support to data analysis.

Individual Consultant's functions do not include any managerial, supervisory and/or representative functions.

The STE will report to Strengthening the Civilian Oversight of Internal Security Forces Phase III Project Manager under the overall supervision of UNDP Inclusive and Democratic Governance Portfolio Manager.

4 DUTIES AND RESPONSIBILITIES OF UNDP

UNDP will provide background materials, for the IC'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 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/or the project beneficiaries, such facilities may be provided at the disposal of the IC.

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.

5 DELIVERABLES AND REPORTING

The Consultant shall prepare and submit to UNDP (within the last two working days of each respective calendar-month) “Monthly Progress Reports” that will summarize the activities completed and deliverables developed in each respective calendar-month, together with certification of payment document indicating actual number of days worked, which will form the basis of the payment for each month.

No.	Deliverable	Due Date	Estimated Number of Person/days to be Invested by the Individual Consultant
1	<u>Monthly Progress Reports</u> covering the progress of the month in implementation of the Project. These monthly reports should include all the outputs generated in line with the related Activities of the Project.	Within the last 2 working days of the respective calendar-month for the period in between February 2021 and July 2021	Maximum 36 person/days (Estimated 6 person/days x 6 months from 1 February 2021 and 21 July 2021)

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

The payment conditions indicated herein represent estimated person/days to be invested for the respective Deliverable. Payments will be affected in accordance with the actual number of person/days invested for that specific deliverable.

Number of person/days to be invested by the IC for each deliverable may change but the total number of person/days invested by the IC cannot exceed 36 person/days for this assignment (i.e. for submission of the deliverables) as defined in the ToR.

6 TIMING AND DURATION

Individual Consultant is expected to start providing services on 1 February 2021 and provide services until 21 July 2021. The IC is expected to invest (at maximum) 36 person/days (6 person/days x 6 months) to fulfill the required tasks detailed throughout this Terms of Reference for all four components of the Project throughout the Contract duration.

The Consultant may invest less/more than expected number of person/days in each monthly period. The payments shall be affected to the IC on the basis of actual number of person/days invested in each respective monthly period, which will be verified through the Monthly Progress Reports. Payments to be affected to the Consultant within the scope of this Assignment cannot exceed equivalent of 36 person/days.

7 REQUIRED QUALIFICATIONS

The expected qualifications of the Individual Consultant are as follows:

	Minimum Qualification Requirements	Assets
Qualifications and Skills	<ul style="list-style-type: none"> University degree in political sciences, public administration, social sciences, administrative sciences, security studies, relevant engineering or any other relevant field Good knowledge of French and English Full computer literacy 	<ul style="list-style-type: none"> Advanced degree in political sciences, public administration, social sciences, administrative sciences, security studies, relevant engineering or any other relevant field Good knowledge of data analysis and related software such as SPSS Good knowledge of Turkish
General Professional Experience	<ul style="list-style-type: none"> Minimum 2 years of academic/professional experience 	<ul style="list-style-type: none"> More than 2 years of academic/professional experience
Specific Professional Experience	<ul style="list-style-type: none"> Having publications on social sciences 	<ul style="list-style-type: none"> Experience in EU funded projects Experience in governance and/or internal security forces
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. Experience gained prior to completion of undergraduate studies is not considered professional experience. 		

8 PLACE OF WORK

Place of work for the Assignment is Home-based. The IC may be requested to travel to Turkey. The travel, accommodation costs (bed and breakfast) and living costs (terminal expenses, intra-city travel costs, lunch, dinner, etc.) of the missions to Ankara and other provinces of Turkey 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/receipts, etc. by the IC 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	

9 COMPETENCIES

The Individual Consultant needs to have below competencies:

- Ability to draft rigorous manuscripts, with specialization in the field of social sciences.
- Ability to work in multi-disciplinary and multi-cultural teams.
- Ability to work under pressure against strict deadlines.
- Ability to process data analysis.
- Ability to present complex issues persuasively and simply.
- Ability to contextualize global trends in accordance with the dynamics of the operating (working) environment.
- Ability to collaborate with UNDP Turkey CO Inclusive and Democratic Governance Portfolio and the Project Team and work closely and in collaboration with the other experts of the Project.
- Ensuring gender disaggregated data and gender analysis which will be conducted in gender responsive research methods and technics.
- Ensuring gender responsive questions, use of gender responsive language in written and oral presentations, reports, handouts, etc.
- Ensuring human rights standards are applied, and gender equality is prioritized as an ethical principle within all actions.

10 PAYMENTS

Payments will be made within 30 days upon approval of “Monthly Progress Report” and UNDP Certificate of Payment Form (COP) for each calendar-month. The Monthly Progress Report shall indicate the activities/outputs completed as well as the actual number of person/days invested in that respective month. The basis of payment for each calendar-month shall be the actual number of person/days invested by the Consultant in that month. The maximum total amount to be paid to the Consultant within the scope of this assignment cannot exceed equivalent of 36 person/days.

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

The consultant shall be paid in US\$ 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 US\$ amount by the official UN exchange rate valid on the date of money transfer.

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 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.