

## **TERMS OF REFERENCE**

### **LOCAL INDIVIDUAL CONSULTANT FOR DEVELOPING AND IMPLEMENTING LOCAL SERVICE DELIVERY STANDARDS FOR MUNICIPAL FIRE SERVICES CONCERNING DEVELOPING PREVENTIVE AND PROTECTIVE STANDARDS INCLUDING EMERGENCY RESPONSE, TRAINING PROGRAMS AND AWARENESS RAISING IN ORDER TO SIMPLIFY THE PROCESSES FOR SERVICE PROVISION**

#### **1 BACKGROUND**

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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 10<sup>th</sup> 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 10<sup>th</sup> 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):

- 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 10<sup>th</sup> 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 and v) Increasing the pace and quality of the services provided by the MoI.

The Government of Turkey adopted the Strategy for Increasing Transparency and Strengthening the Fight against Corruption in 2010 and updated the Strategy in 2016. One of the strategic objectives of the referred Strategy also focuses on increase of institutional capacities of local administrations, strengthening decentralization and democracy by ensuring attendance and transparency. Currently, the local authorities are obliged to develop their own websites and disclose the important decisions taken at the referred websites for a period of 15 days.

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 to the short-and medium-term policies those will form the basis of long-term policy options for the Government of Turkey. Besides, the Project at hand 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, this 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), Ministry of Interior General Directorate for Provincial Administrations (MoI/GDPA) will be the executive agency of the Project and will work 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 managements 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 at local authorities will be addressed in the scope of Component 2.

## **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.   |
| A.1.1.1. Establish a Support Group on Legislation Drafting Process of MoI and MoEU (SGL) and Consultative Group of Local Authorities (CGLA)  | A.2.1.1. Assess the impact of the implementation of legislation on local authorities  | A.3.1.1 Develop a software to facilitate the communication flow within the departments of the MoEU   |
| 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   | A.2.1.2. Develop a software system for monitoring of the progress against the implementation of reforms in local administration   | A.3.1.2. Update of the YEREL BILGI Project management system in the light of developed Software system   |
| 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  | 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   | A.3.1.3. Develop a user-friendly guideline for the use and update of the system  |
| A.1.1.4. Develop recommendations for amendment of the relevant provisions of the Law No: 3572 and Regulation for Business License  | 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  | 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 |
| A.1.1.5. Develop the standards and principles for the establishment of an effective human resources management system in local administrations   | 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  |  |
| 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)   | 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   |  |
| A.1.1.7. Develop a comparative assessment on effective collection of municipal accounts receivable   | R.2.2. Institutional capacity of the local authorities in terms of service delivery and adoption of the principles of democratic governance enhanced,   |  |
| A.1.1.8. Develop a performance management system to be adopted in MMs and District Municipalities  | A.2.2.1. Develop and implement local service delivery standards in order to simplify the processes for service provision  |  |
| 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   | A.2.2.2. Develop and Implement Participatory Local Governance Model for 14 new MMs  |  |
| A.1.1.10. Develop recommendations for the development of a draft legislation regulating the legal and institutional infrastructure of Water and Sewerage Administrations   | 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 |  |
| A.1.1.11. Conduct technical visits to 3 EU member states   | A.2.2.4. Develop a policy paper on reforming the Local Government Electoral System and Strengthening of Municipal Councils  |  |
| A.1.1.12. Develop recommendations for the development of a secondary legislation (regulation) for honours and ceremonies arranged by local authorities   | R.2.3. Public awareness on urbanization enhanced through institutional and individual capacity enhancement programmes,  |  |
| A.1.1.13. Assess the impact born by localizing EU acquis on the work and responsibilities of local authorities in Turkey   | A.2.3.1. Conduct Needs assessment for public awareness on urbanization targeting the disadvantaged groups (population affected by internal migration, youth, women, children)   |  |
| A.1.1.14. Develop and publish a full comparative assessment study on functioning of the local authorities  | 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  |  |
|  | A.2.3.3. Design and implement capacity enhancement programs on urban awareness to be delivered to selected staff of MM  |  |

## 2 OBJECTIVE AND SCOPE OF THE ASSIGNMENT

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As the Law No. 6360 became effective in 2014, there has been a need for the new MMs to have a coherent and simplified set of service delivery standards in order to fulfil their responsibilities under the referred Law. The standards will not be binding but will be a useful guidance to ensure consistency in local service delivery. It is expected to be used by MoI/GDPA and MoEU/GDLA in monitoring of the implementation of reforms in terms of local service delivery.

To this aim, TAT carried out preliminary activities, such as assessing the current situation in MMs with regards to effectiveness of the service delivery in areas. TAT then organized a one-day workshop in Ankara with the representatives of SGLDP, CGLA and municipalities selected in consultation with the Beneficiaries, to discuss the overall outlook of the framework for setting standards for certain areas of municipal services. Consequently, following five service areas were decided for developing service standards:

1. Public health services
2. Fire services
3. Elderly care services
4. Public transportation services
5. Services for rural areas

On the other hand, considering that each of the selected areas above encapsulates wide array of sub-services for all of which developing standards are beyond the limits of this Project; scaling down of each service area was necessary. To further concretize the service areas to be identified, TAT conducted structured online interviews with the representative staff of the selected MMs in five selected service areas. Based on the findings of the workshop and interviews, TAT further identified one specific area for each of the five selected municipal services listed above for developing standards in consultation with MoI/GDPA and MoEU/GDLA. In addition, under the outbreak of COVID-19, the capacities of municipal services came under the spotlights for effective crisis response, which also needs special attention.

In the light of these developments, the objective of this individual consultancy is to receive high quality technical consultancy and support for fire services within the scope of Activity A.2.2.1. “Developing and implementing local service delivery standards in order to simplify the processes for service provision”. Under this activity, the IC is expected to develop local service delivery standards for the use of fire departments of municipalities that specifically aim at **“Developing Preventive and Protective Standards Including Emergency Response, Training Programs and Awareness Raising in Order to Simplify the Processes for Service Provision”**.

In general, fire services are included among the public order and security services which fall under the realm of municipalities. In Turkey, the firefighting departments have wide range of duties including particularly fire protection and fire extinguishing, disaster coordination, chimney inspection, emergency response, ambulance and lifesaving at the beaches for coastal municipalities. Moreover, firefighting service is among the obligatory tasks of the municipalities. In metropolitan municipalities, firefighting is under the authority and responsibility of the metropolitan municipalities; in other municipalities, it is among the duties of the municipalities. In all cases, the responsible authority in charge of fire services defines the actual capacity of local fire stations based on local risk assessments and national standards to the extent they are defined (response time, manning of fire appliances, etc.). The duties and common structures of individual fire services are quite similar and defined by national regulatory frameworks, both in the EU Member States and in Turkey.

Fire prevention activities are critical in terms of providing effective firefighting services to the communities. For this reason, developing standards for preventive and protective activities strengthened through training programs, awareness raising activities, compliance and inspection measures are considered a priority area to combat the fire

risks, especially for the local authorities in metropolitan cities. As stated above, such efforts now need to be complemented with more effective responses to emergencies.

Under this setting, the specific duties and responsibilities of the IC are stipulated within Article 4 and Article 6 of this Terms of Reference. In addition, the IC will cooperate with the “International Individual Consultant for Developing and Implementing Local Service Delivery Standards for Municipal Fire Services Concerning Developing Preventive and Protective Standards Including Emergency Response, Training Programs and Awareness Raising in Order to Simplify the Processes for Service Provision” (International IC) to benefit from EU experiences to be considered while developing standards.

### 3 ACRONYMS AND ABBREVIATIONS

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Unless otherwise noted;

- UNDP: United Nations Development Programme
- AFAD: Ministry of Interior Disaster and Emergency Management Presidency
- MM: Metropolitan Municipality
- MoAF: Ministry of Agriculture and Forestry
- MoI: Ministry of Interior
- MoTF: Ministry of Treasury and Finance
- MoEU: Ministry of Environment and Urbanization
- MoH: Ministry of Health
- GDLA: General Directorate of Local Authorities
- UMT: Union of Municipalities of Turkey
- CO: UNDP Country Office in Turkey
- PSB: Presidency of Strategy and Budget
- TAT: Technical Assistance Team
- IC: Individual Consultant
- SGLDP: Support Group on Legislation Drafting Process
- CGLA: Consultative Group of Local Authorities
- IDG: Inclusive and Democratic Governance
- FG: Focus Group
- WS: Workshop
- PT: Project Team
- STE: Short Term Expert

### 4 DUTIES AND RESPONSIBILITIES OF THE LOCAL IC

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#### **4.1. Produce a current assessment report and develop draft service delivery need standards for the use of municipalities concerning preventive and protective fire services including emergency response, training programs and awareness raising**

At the beginning of the assignment, the IC will conduct number of online interviews and meetings, in cooperation with the International IC and Key Experts of the Project, with MoI, MoEU, other related public institutions and municipalities selected by UNDP, in consultation with the Beneficiaries, to assess and identify main challenges faced by municipalities in provision of fire services in general terms. This study will also deeply review the Turkish legislation in detail in this context by the IC. The International IC will be in close contact with the IC in every phase of the study. The IC, in cooperation with the International IC, will assist PT in preparation of semi structured interview questions.

The IC is expected to examine the current implementation and trends with regards to, including but not limited to, following points:

- General overview of:
  - Service delivery models, regulatory processes, control systems and services provided by fire departments of municipalities to prevent fires and increase awareness (awareness raising training, compliance, control, etc.) and the regulations and standards related to these activities.
  - The coordination in the fire services, between central government and municipalities and the cooperation at local level.
  - Regulation and control of special events including but not limited to, assemblage of people, exhibits, trade shows, amusement parks, outdoor events and other similar special temporary and permanent occupancies.
  - Hazards from outside fires in vegetation, trash, building debris and other materials.
  - Municipalities' provision of fire services based on their current roles and responsibilities following the implementation of Law No. 6360.
  - Responses to emergency situations and applicability of local service delivery and experiences related to emergencies and particularly the COVID-19 Pandemic.
- Current practices for developing and implementing of service standards and existing regulations regarding **preventive and protective fire services**, including awareness-raising and fire and life safety education of fire brigades, employees, responsible parties and the general public, also focusing on:
  - Relevancy and inclusiveness of programs and action plans of municipalities in the subject matter.
  - Major challenges for fire preventive and protective service provision in terms of institutional roles and responsibilities, coordination, service provision and standards during emergencies, such as the COVID-19 Pandemic.
  - Municipalities' awareness and implementation level of regulations and guidelines on fire preventive services prepared by international organizations and local stakeholders, such as MoEU, MoI and AFAD.
  - Relevancy of current training and awareness raising programs addressed to the needs of fire brigades, employees and general public.

In the light of these analyses and evaluations, the IC, together with the International IC, will primarily work on current formulation and implementation of fire prevention and protection policies programs of municipalities for the purposes of developing local service standards. In this sense, the IC will prepare a comprehensive **current situation assessment report** of fire services concerned and main challenges faced by municipalities with the support of the International IC.

Following the assessment, along with the International IC, the IC will identify the need for specific areas that service standards are to be developed or to be improved and accordingly draft certain **service delivery standards** for fire services concerned municipalities. In addition, the IC is also expected to ensure that potential measures and responses to emergency situations such as COVID-19 are to be included into developing of fire service delivery standards as a separate section. While developing specific service standards, ICs will make effort to make sure that they can be easily implementable without requiring major changes in legislation and generating excessive fiscal burden over municipalities who would be volunteering for pilot implementations. TAT will assist, guide and support the ICs in developing the standards.

#### **4.2 Discuss and finalize the draft standards with 10 selected MMs in two 1-day workshops**

As the last step in drafting the standards, the IC will participate in two 1-day workshops to be held in Ankara to discuss and finalize the draft standards with 10 selected MMs (the workshops may be conducted through online communication tools, as required by UNDP). The workshops will be organized by UNDP. The referred draft standards will be disseminated and discussed at the workshops. The IC will contribute to the following activities, which are planned to meet the objectives of the subtask, in close cooperation with the International IC:

- a. Support the PT for preparing the workshop agenda for selected MMs and members of MoI/GDPA & MoEU/GDLA.
- b. Support the moderating procedures for workshops (this activity will be organized by TAT with inputs from ICs).
- c. Conduct focus group discussions and prepare a report on the findings of the two 1-day workshops.

Following the conduct of workshops, standards will be finalized by the International IC with the support of the IC. TAT will guide and support the ICs in finalizing the referred standards. The IC will work in close cooperation with the Gender Expert to be assigned by UNDP, to reflect the gender perspective on the referred standards, as applicable.

#### **4.3. Organize ten 1-day seminars in selected 10 MMs**

The PT will organize ten 1-day seminars in selected 10 MMs with the participation of governors, district governors and mayors in order to sensitize them about new service delivery standards and discuss its actual implementation at local level. Each seminar is expected to have approximately 50 participants. The seminars will be held in selected MMs to be identified following the development of the standards.

Following tasks will be performed by the IC in close cooperation with the International IC who will provide inputs where deemed necessary by UNDP:

- a. In consultation with PT and International ICs, decide on the provinces where events are to be held (final decision will be made by the PT).
- b. Prepare seminar materials, meeting agenda and schedules.
- c. Participate in seminars (with PT and the International IC).
- d. Compile the findings of the seminars in a report.

In addition, the IC is expected to draft implementation guidelines for fire preventive and protective service provision for municipalities taking into account the experiences related to emergencies, such as the COVID-19 Pandemic.

#### **4.4. Develop an Implementation Guideline for the realization of fire service delivery standards, relying on the results of the workshops and seminars**

Following the review of draft guidelines by PT, MoEU and MoI, the IC is expected to finalize the proposed draft implementation guidelines developed for the practice of fire service delivery need standards for municipalities. The guidelines will be published and disseminated among municipalities. In total 100 hard copies and digital copies will be produced and submitted to the Beneficiaries for dissemination.



#### 4.5. Conduct pilot studies in 2 selected MMs to test the progress against the implementation of the new standards

Purpose of this sub-activity is to test the progress against the implementation of the new standards and confirm their effectiveness and applicability. In this regard, following tasks will be fulfilled by the Individual Consultant, in cooperation with the International IC and PT:

- a. Supporting determination of the pilot municipalities together with PT after the completion of the implementation guidelines and on the basis of the consultations with MoI/GDPA and MoEU/GDLA.
- b. Preparing concept notes for the conduct of pilot studies in 2 selected MMs.
- c. Compiling the findings of both pilot studies in a report.

## 5 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.

All documents 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.

## 6 DELIVERABLES

The Assignment will include interim and final deliverables, as stipulated below. The IC is expected to deliver the below outputs/deliverables to the satisfaction of UNDP:

| Activity  | Deliverable  | Due Date         | Estimated Number of Person/days to be Invested by the IC* | Place of Work            |
|---|--|------------------|---|--------------------------|
| Fact finding visit/online interviews and desk review                            | Current Situation Assessment Report  | 8 February 2021  | 5   | Home-based and/or Ankara |
| Develop draft fire service delivery standards for the use of municipalities     | Draft fire service delivery standards  | 28 February 2021 | 7   | Home-based and/or Ankara |
| Finalize the draft standards following two 1-day workshops with 10 selected MMs | Report on findings of two 1-day workshops<br>Final fire service delivery standards | 30 April 2021    | 3   | Home-based and/or Ankara |
| Participate in ten 1-day seminars in 10 selected MMs                            | Report on findings of ten 1-day seminars<br>Draft Implementation Guideline         | 15 May 2021      | 10  | Home-based and/or Ankara |

|   |   |              |           |                          |
|---|---|--------------|-----------|--------------------------|
| Develop an Implementation Guideline   | Final Implementation Guideline          | 30 June 2021 | 2         | Home-based and/or Ankara |
| Participate in pilot studies in 2 selected MMs to test the progress against the implementation of the new standards | Report on findings of the pilot studies | 31 July 2021 | 8         | Home-based and/or Ankara |
| <b>Estimated Maximum Total Number of Person/Days</b>  |   |              | <b>35</b> |                          |

\*The “Estimated Number of Person/Days” indicated herein represent the maximum person/days that will be the basis of the payment to the IC 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 IC (consecutive or non-consecutive person/days) dedicated to the assignment shall be at a maximum 35 person/days between 1 February 2021 and 28 October 2021. Payments to the IC within the scope of this Assignment cannot exceed equivalent of 35 person/days.

**Reporting Language:** All reports should be submitted in Turkish with Executive Summary in Turkish. The final version of the main reports (or outputs as specified in Article 6) will be translated into English by UNDP for contractual purposes. The IC is expected to check the content and proof-read both the English and Turkish versions of draft and final reports.

**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 IC 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.

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

## 7 REQUIRED QUALIFICATIONS

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

| General Qualifications & Skills | Minimum Qualification Requirements  | Assets  |
|---------------------------------|---|---|
|                                 | University degree in public administration, economics, public finance and business management, civil protection and fire services, mechanical engineering, civil engineering or other relevant fields of engineering or social sciences or any other relevant field | Advanced degree in public administration, economics, public finance and business management, civil protection and fire services, mechanical engineering, civil engineering or other relevant fields of engineering or social sciences or any other relevant field |

|   |   |  |
|---|---|--|
|   | Fluent written and spoken Turkish   | Fluent written and spoken English  |
| <b>General Professional Experience</b>  | <b>Minimum Qualification Requirements</b>   | <b>Assets</b>  |
|   | Minimum 10 years of general professional experience   | More than 10 years of general professional experience  |
|   | Minimum 5 years of professional experience in local governments   | More than 5 years of professional experience in local governments  |
|   |   | Experience in projects in Turkish Public Administration  |
| <b>Specific Professional Experience</b> | <b>Minimum Qualification Requirements</b>   | <b>Assets</b>  |
|   | Experience in at least 1 project/ assignment in the context of fire services and relevant standards in Turkey | Experience in more than 1 projects/ assignments in the context of fire services and relevant standards in Turkey |
|   |   | Minimum 2 years of experience in managing/advising Turkish local government projects in fire services            |
|   |   | Academic papers, reports and/or technical studies related to fire services                                       |
|   |   | Experience in Turkish local government management  |

**Notes:**

- Internships (paid/unpaid) are not considered professional experience.
- Obligatory military service is not considered professional experience.
- Female candidates are encouraged to apply.

## **8 TIMING AND DURATION**

The Assignment is expected to start on 1 February 2021 and is expected to be completed by 28 October 2021.

## 9 PLACE OF WORK

Place of work for the assignment is Home-based and Ankara, Turkey. The costs to arise regarding flight tickets to be acquired by the Individual Consultant in order to join and leave the Duty Stations shall be borne by the Individual Consultant. The prospective ICs are expected to take this into consideration whilst determining their Daily Fee. The assignment may require travels to other provinces within Turkey with respect to project needs and the duties and responsibilities of the IC stated above.

The travel, accommodation costs (bed and breakfast) and living costs (terminals, intra-city travel costs, lunch, dinner, etc.) of the missions to other provinces within Turkey will be borne by UNDP. UNDP will arrange flight tickets through its contracted travel agency. In case travel is needed, all travel related costs (cost items indicated below) of these missions out of the duty stations (economy class roundtrip 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 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 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<br>2- Submission of the invoices/receipts, etc. by the IC with the UNDP's F-10 Form<br>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 the 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.

| Deliverable   | Due Date         | Estimated Number of Person/days to be Invested by the IC | Payment Term  |
|---|------------------|--|---|
| Current Situation Assessment Report<br><br>Draft fire service delivery standards  | 28 February 2021 | 12   | Upon submission and completion of pertaining deliverable/outputs to the satisfaction of UNDP, on the basis of the actual number of person/days invested (not to exceed the estimated person/days defined by UNDP) |
| Report on findings of two 1-day workshops<br><br>Final fire service delivery standards<br><br>Report on findings of ten 1-day seminars<br><br>Draft Implementation Guideline<br><br>Final Implementation Guideline<br><br>Report on findings of the pilot studies | 31 July 2021     | 23   | Upon submission and completion of pertaining deliverable/outputs to the satisfaction of UNDP, on the basis of the actual number of person/days invested (not to exceed the estimated person/days defined by UNDP) |
| Estimated Maximum Total Number of Person/Days   |                  | 35   |   |

The total amount of payment to be affected to the Individual Consultant within the scope of this Assignment cannot exceed equivalent of 35 person/days. The Individual 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 Operational Rate of Exchange applicable on the date of money transfer. The amount paid to the expert shall be gross and inclusive of all associated costs such as social security, pension and income tax, etc.

If the deliverables are not produced and delivered by the consultant to the satisfaction of UNDP as approved by the Project Manager, no payment will be made even if the consultant has invested person/days to produce and deliver such deliverables.

**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.