



Terms of Reference for National Short-Term Expert on Project Implementation Support Within the Scope of Strengthening the Civilian Oversight of Internal Security Forces Phase III Project (CO III)

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 National Short-Term Expert on Project Implementation Support (STE) will be mobilized in the period from March 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(s) of the Assignment

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 and Project Manager in effective implementation of all Project activities in four Components summarized above.

3 Duties and Responsibilities

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

- Support in the planning and implementation of project activities, including the organization of visibility events and missions.
- Support in conducting desk and/or field research activities within the scope of the Project and its Components.
- Support in review and editing of reports.
- Support in data analysis and contribute to the effective delivery of the project outputs at the highest potential quality in a timely manner.
- Support in planning, preparation and conducting of workshops, trainings and meetings.
- Participate in technical and managerial meetings and develop initial drafts of technical and managerial meeting reports/minutes in Turkish and (if deemed necessary by UNDP) in English.
- Support the Project team in filing related information, documentation and correspondences of the Project and its activities.
- Support in facilitation of continuous communication, cooperation and collaboration between all experts, project partners and UNDP.
- Translate documents from English to Turkish and vice versa (when needed by UNDP).
- Perform other supportive tasks as requested by UNDP.

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

The STE will report to the Project Manager of Strengthening the Civilian Oversight of Internal Security Forces Phase III Project.

4 Expected Outputs and Deliverables

The Consultant shall prepare and submit to UNDP (within the last two working days of each respective month) "Monthly Progress Reports" that will summarize the activities completed and deliverables developed in each respective month, together with certification of payment 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 from March 2021 to July 2021.	Maximum 45 person/days (Estimated 9 person/days x 5 months from 1 March 2021 to 21 July 2021)

Without submission 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 (Monthly Progress Report). Payments will be affected in accordance with the actual number of person/days invested for each 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 Individual Contractor cannot exceed **45 person/days** for this assignment (i.e. for submission of the deliverables) as defined in the ToR.

5 Timing and Duration

Individual Consultant is expected to start providing services on 1 March 2021 and provide services until 21 July 2021. The IC is expected to invest (at maximum) **45 person/days (9 person/days x 5 months)** to fulfill the required tasks detailed in this Terms of Reference for all four components of the Project throughout the Contract duration.

Consultant may invest less/more than expected number of person/days in each month. The payments shall be affected to the IC on the basis of actual number of person/days invested in each respective month, 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 **45 person/days**.

6 Institutional Arrangement

UNDP Turkey CO will;

- Provide the Consultant with relevant documents and full support in any further analysis of the data where necessary,
- Facilitate communication with Project partners and other stakeholders,
- Give feedback to the draft, final reports and all other deliverables prepared by the Consultant,
- Provide an office space for the work of the IC with technical equipment including computer, printer, land telephone lines, internet connection, etc.

Neither UNDP nor any of the project partners are required to provide any physical facility for the work of the Consultant. However, depending on the availability of physical facilities (e.g. working space, computer, printer, land telephone lines, internet connection, etc.) and at the discretion of UNDP and/or the relevant project partners, such facilities may be provided at the disposal of the Consultant. UNDP and/or the relevant project partners will facilitate meetings between the Consultant and other stakeholders, when needed.

All reports should be submitted in English.

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.

7 Place of Work

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

Assignment-related/activity-related travel and accommodation costs, which are pre-approved by UNDP outside of the duty stations will be borne by UNDP in line with UNDP's corporate rules and regulations. 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 Consultant, through UNDP's official Travel Agency or,
- Reimbursed to the Consultant upon the submission of the receipts/invoices of the expenses by the consultant 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	

8 Required Qualifications

	Minimum Qualification Requirements	Assets
General Qualifications	<ul style="list-style-type: none"> University degree in political sciences, public administration, international relations or other relevant fields of social sciences Good knowledge of English and Turkish Full computer literacy 	<ul style="list-style-type: none"> Master's degree in political sciences, public administration, international relations or other relevant fields of social sciences Strong reporting skills
General Professional Experience	<ul style="list-style-type: none"> Minimum 5 years of professional experience 	<ul style="list-style-type: none"> Professional experience of more than 5 years Former work experience in working with/for international organizations/institutions Former experience in EU Twinning Projects
Specific Professional Experience	<ul style="list-style-type: none"> Minimum 3 years of work experience in project cycle management in public or private sector or international organizations Previous work experience in administrative and financial reporting of EU funded projects Experience in organizing and coordinating local and international events and activities 	<ul style="list-style-type: none"> More than 3 years of work experience in project cycle management in public or private sector or international organizations
<p>Notes:</p> <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. 		

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 calendar-month. The basis of payment for each calendar-month shall be the actual number of person/days invested by the Consultant in that calendar-month. The maximum total amount to be paid to the Consultant within the scope of this assignment cannot exceed equivalent of **45 person/days**.

If any of the deliverables stipulated 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 consultant 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.