

Annex 1:

Terms of Reference

National Producer Unit Facilitator for Integrated Resource Efficiency in Agriculture and Agriculture-Based Industry in GAP Region Project

1. BACKGROUND

The effective and efficient use of resources in production processes is a primary principle adopted by the GAP Regional Development Administration (GAP RDA). In this context, the GAP Master Plan drafted in the late 1980s aimed to develop the region along a sustainable axis; and the GAP Competitiveness Agenda prepared by the cooperation of GAP RDA and UNDP in 2007 aimed to use the regional resources effectively and efficiently, and thereby position the Region as the “sustainable cradle of civilizations”. Following the mission and vision of UNDP which serves achieving SDG goals by 2030 in line with applicable national norms and standards, since 2017, Integrated Resource Efficiency Project in Agriculture and Agro-based Industry in the GAP Region (IRE Project) has been implemented by GAP Regional Development Administration within the technical cooperation of UNDP.

The Project plays a crucial role for achieving sustainable development goals as well as competitive growth goals at national and regional levels. The project addresses efficient use of resources such as land, soil, water, energy, raw material, technology, and human capital in the economic production processes which in hence contributes to sustainable development and competitive advantage of the GAP Region. The project serves as a model which illustrates how environmental sustainability and socio-economic development can work hand-in-hand. The overall objective of the Project is to contribute to the improvement of the competitiveness of GAP Region by ensuring effective and efficient use of factors of production and resources in agricultural production and agro-industries.

The project have achieved its objectives through strategic and regional products/value chains identified by a filtering approach which constitutes backbone of the project strategy; maturity models developed for the regional strategic products/value chains to asses and synthesize the levels of resource efficiency in agriculture and agro-based industries; regional strategical framework developed to define economic, social and environmental priorities and leverages for the regional strategic products; replicable and scalable pilot projects implemented at farm and enterprise levels in alignment with the maturity models and strategical framework; sustainability structure supported by governance and coordination mechanism as well as communication, capacity and competency development and dissemination strategies and actions.

The project is being implemented through four components as follows:

- **Baseline Analysis:** Assessing the current situation in agriculture and agro-industries in Southeast Anatolia Region using global and national trends and benchmarks,
- **Strategic Planning:** Development of the strategic framework for integrated resource efficiency in agriculture and agro-industries,

- Pilot Actions: Creating scalable and replicable models to increase resource efficiency through pilot projects,
- Building Sustainability Infrastructure: Building sustainability infrastructure to sustain the impact of the project.

Within the scope of IRE Project, Cotton is one of the strategic product. In 2019, GAP RDA has applied to The Better Cotton Growth and Innovation Fund (BC GIF) as an implementation partner in order to increase resource efficiency in cotton production and to contribute to training activities. The Better Cotton Initiative (BCI) is a global not-for-profit organization and the largest cotton sustainability programme in the world. BCI exists to make global cotton production better for the people who produce it, better for the environment it grows in and better for the sector's future.

The BC GIF is a global investment vehicle established in 2016 to catalyze the transformation of cotton production worldwide through investments in capacity building programs. The purpose of the partnership is to enable farmers to grow Better Cotton and make continuous improvement in their farm management practices.

IRE Project's 5th component is 'Expanding Better Cotton Production in GAP Region'. For this component UNDP will continue to provide technical assistance to GAP RDA for the implementation of all activities of Better Cotton during the season of 1 April 2021-30 March 2022.

In the view of the above, UNDP plans to mobilize six (6) consultants as Producer Unit Facilitator for designing, coordinating, reporting activities and consultancy services of the project if the conditions are suitable for hiring.

2. OBJECTIVE AND SCOPE

The overall objective of the Assignment is to design/coordinate/report activities of the Project in line with 'Expanding Better Cotton Production in GAP Region' and work in cooperation with Project Unit Managers, UNDP IRE Project Team, the Good Cotton Practices Association (IPUD) and IRE Project Implementation Partners (Ministry of Industry and Technology, GAP RDA, BC GIF and BCI).

GAP RDA is implementing partner (IP) of BCI since 2019. IP is accountable for the project implementation, quality of farmer capacity building and other procedural requirements of the Better Cotton Standard system (BCSS). The IP is also responsible for identifying and managing any required Local Partners and identifying project locations. The IP is the interface between the BCI GIF and the local partners (if any), and ensures that the capacity building activities are undertaken effectively as proposed in the application. The IP is also responsible for completing all documentation required by the Fund.

Within this scope, the consultants will work closely with the IRE Project Team and will report to ISG-PPI Projects Manager for 'Expanding Better Cotton Production in GAP Region'.

3. DUTIES AND RESPONSIBILITIES OF THE INDIVIDUAL CONSULTANT

UNDP plans to mobilize six (6) Individual Consultant (IC) as Producer Unit Facilitator (PUF) on a framework contract basis if the conditions are suitable. Within the scope of the assignment, IC as PUF shall perform the following generic tasks:

- Identifying the sustainable problems in the region and developing collaborations with different institutions and individuals together with the IPE.

- Preparing the plans, procedures and maps required for the internal management system with the support of the IPE
- Getting support from IPE and improving training programmes for farmers
- Conducting pilot trials on farmer lands with the support of the Implementation Partner within the scope of sustainable problems
- Keeping a record of the corrective actions to be created after the nonconformities to be detected after the audits and ensuring their implementation, monitoring and planning the process.
- Performing internal audit, monitoring and preparing and implementing the necessary plans within the scope of nonconformities
- Filling out the self-assessment questionnaire with support from the IPE and delivering it on time
- Tracking and keeping records of farmers and workers in the Producer Unit
- Participating in and supporting 2nd Party and 3rd Party audits of Producer Units.
- Training farmers and workers within the plan in each visit
- Guiding farmers in filling the Farmer Field Book
- Frequently visit Better Cotton Farmers (max 150 farmers/monthly)
- Support 'Payment Request Reports';
- Support IPE for implementing an internal management system and data management plan for Producer Units (Quality Management System).
- Prepare weekly and monthly reports for IRE Project team including GAP RDA and UNDP technical staff;
- Undertake communication activities to promote the Better Cotton and support activities.
- Perform appropriate duties as assigned by GAP RDA and/or UNDP
- Work in close cooperation with the UNDP Turkey, GAP RDA, IPUD, BCI and BC GIF to finalize the discussions and present the deliverables to the UNDP Project Team, Local Economic Development Projects Manager and Portfolio Manager for approval.

The above-mentioned duties and responsibilities are indicative and subject to further detailing through specific service requests to be made by UNDP during the contract duration. If required by UNDP, the IC as PUF may be requested to provide additional consultancy services on topics related to her/his consultancies area, which are not indicated above. The detailed tasks will be provided in specific service requests.

4. EXPECTED OUTPUTS AND DELIVERABLES

The IC will work as a consultant and expected to invest (**at maximum**) **160 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 the UNDP ISG-PPI Portfolio Manager and the time schedule for each assignment will be determined by UNDP in consultation with the IC. Service request will be effective upon signing and return by the IC. The Assignment will include deliverables to be defined and detailed in the specific service requests to be made by UNDP to the IC within the scope of this Terms of Reference.

Reporting:

The IC will be responsible to UNDP Project Manager and ISG-PPI Portfolio Manager for the completion of the tasks and duties assigned. The reports shall be submitted to the UNDP ISG-PPI Portfolio Manager for final approval. All the reports are subject to approval from the Portfolio Manager to realize the payments to the IC.

All reports shall be submitted in English and/or Turkish as will be elaborated in specific service requests.

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 **15 April 2021** and is expected to be completed by **15 December 2021**. The IC is expected to invest **maximum 160 working** days throughout the contract duration.

REQUIRED QUALIFICATIONS

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

General Qualifications	Professional Experience	Specific Experience
<ul style="list-style-type: none">• University degree in Agriculture Engineering, (5 pts)• Proficiency in Turkish and basic level of English is required. (3 pts)• Computer knowledge in word processing, spreadsheet, Outlook, etc is required (2 pts)	<ul style="list-style-type: none">• At least 3 years of general professional experience is required. (15 pts)	<ul style="list-style-type: none">• At least 2 years of specific experience in cotton production. (15pts)• At least 1 years of specific field level experience (12 pts)• Experiences in filling Farmer Hand-Book and reporting is an asset (5 pts)• Experience in Better Cotton Production and /or having Good Agricultural Practice Certificate is an asset (5 pts)• Experience in the implementation of quality management system in agriculture is an asset (3 pts)• At least 2 years of specific experience in GAP region is an asset (5 pts)

Notes:

- 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.

6. INSTITUTIONAL ARRANGEMENT

UNDP will provide all relevant background documents. UNDP is not required to provide any physical facility for the work of the IC(s). 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.

7. PLACE OF WORK

Place of work for the assignment (duty station) is **Şanlıurfa**. Travel, accommodation and living costs in duty station (Şanlıurfa) will be covered by IC. The travel costs of joining and leaving the Duty Stations shall be also borne by the IC. The prospective ICs are expected to take this into consideration whilst determining their Daily Fee. There is no other expected travel within the scope of the Project. In case of a unforeseen travel out of duty stations is needed, the travel and accommodation costs of these missions will be borne by UNDP. It is required that the terms of such travels are discussed with the responsible UNDP Portfolio Manager prior to each travel. 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 (Any assignment-related travel (economy class), accommodation (bed & breakfast) outside duty station will be arranged by the travel agency UNDP works with, when necessary, by receiving prior approval of UNDP) or
- Reimbursed to IC 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;
- Covered by the combination of both options provided above.

Cost item	Constraints	Conditions of Reimbursement
Travel (intercity transportation)	Full-fare economy class tickets	1- Approval of UNDP before the initiation of travel 2- Submission of the invoices/receipts, etc. by the consultant with the UNDP's F-10 Form 3- Approval and acceptance 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. 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 the 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 the UNDP Portfolio Manager. **The total amount of payment to be affected to the IC within the scope of this contract cannot exceed 160 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.