



Annex 1:

Terms of Reference

National Individual Consultant 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.

2. OBJECTIVE and SCOPE

The overall objective of the Assignment will be 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).

3. DUTIES AND RESPONSIBILITIES OF THE INDIVIDUAL CONSULTANT

The IC will work in close cooperation with the UNDP Turkey, GAP RDA, IPUD, BCI and BC GIF to finalize the deliverables and present the deliverables to the UNDP Project Team, Local Economic Development Projects Manager and Portfolio Manager for approval.

The IC will undertake the relevant tasks as follows:

- Preparation, implementation and update the Implementing Partner's activity and partnership plan;
- Establish partnerships with local Institutions on sustainability issues with the support of the GAP RDA-UNDP Project Team;
- Support the plan procedure, mapping and internal management systems to be prepared by Producer Unit Facilitator (PUFs);

- To ensure that the preparation of all necessary training materials for farmers is prepared and to ensure that field technical personnel provide the farmers with the right training and technical support;
- Perform 2nd Party Inspections of Producer Units;
- Ensure that the field reports are prepared on time by PUFs;
- Give technical assistance to PUFs (support and supervise in data management);
- Prepare and organize training activities both for PUFs, Better Cotton farmers and technical staffs work for Cotton Production and ensure the accuracy of the quality, content and reporting of the trainings given to farmers;
- Prepare weekly and monthly reports for IRE Project team including GAP RDA and UNDP's technical staffs;
- Undertake communication activities to promote the Better Cotton and develop training with relevant expert institutions and individuals and ensuring that the organization for these is done in a timely and complete manner;
- Collecting field data (Result Indicator Reports, Monthly Reports..) from PUFs and transmitting them to UNDP, IPUD and GAP RDA;
- Prepare Mid-term report, Focus Area Report, Year-End Report, Lessons Learned Report and present to GAP RDA, UNDP , IPUD and BCI;
- Guiding Producer Units to pilot trials on farmer lands within the scope of sustainable issues
- Identifying local sustainability problems and preparing an intervention and development plan (Continuous Improvement Plan);
- Developing and implementing the Implementing Partner internal management system and data management plan (Quality Management System);
- Developing and implementing an internal management system and data management plan for Producer Units (Quality Management System);
- To carry out audits of Producer Units, to prepare and follow up a Corrective Action Plan for understanding, reporting and correcting nonconformities;
- Prepare 'Payment Request Reports';
- Participating in and supporting 2nd Party and 3rd Party audits of Producer Units;
- Work in cooperation with UNDP finance unit and follow all payments.
- Perform appropriate duties as assigned by GAP RDA and/or UNDP

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 individual consultant for 'Expanding Better Cotton Production in GAP Region' (hereafter referred as Individual Consultant - IC) will work closely with the IRE Project Team and will report to ISG-PPI Projects Manager.

The listed activities are subject to development and change with the consent of the Local Economic Development Projects Manager and Portfolio Manager (ISG-PPI). These possible developments and changes will be shared with the IC throughout the contract execution, the IC will conduct activities in accordance with the sections 2 and 3 of this Terms of Reference.

4. DELIVERABLES

The deliverables of the Contract will be identified during the execution of the contract. The Assignment will include deliverables to be defined and detailed in the specific service requests to be made by UNDP to the IC. IC deliverables will be subject to certification and approval by the UNDP Portfolio Manager within the deadlines to be set in specific service requests.

5. DURATION of the CONTRACT

The assignment is expected to start on 15 April 2021 and is expected to be completed by 15 December 2021. The Consultant is expected to invest (at maximum) 160 working days to fulfill the required tasks as per specific service requests to be made by UNDP throughout contract validity.

6 REQUIRED QUALIFICATIONS

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

General Qualifications	Professional Experience	Specific Experience
<ul style="list-style-type: none">• University degree in Economics, Business Administration, Engineering, International Relations (10 pts)• Proficiency in Turkish and good command of English is required. (5 pts)• Computer knowledge in word processing, spreadsheet, Outlook, etc is required...(5 pts)	<ul style="list-style-type: none">• At least 4 years of general professional experience is required. (10 pts)	<ul style="list-style-type: none">• At least 2 years of specific experience in planning and delivering of audit, finance and activity reporting process. (15 pts)• At least 2 years of experience working with government, civil society and/or private sector is required. (15 pts)• At least 2 years of previous affiliation/experience working in the GAP region is an asset (3 pts)• Experienced in the implementation of Quality Management System is an asset (2 pts)• Knowledgeable about agriculture production is asset (3 pts)• Knowledge in developing high quality reports, briefing notes and other communication products, is an asset (2 pts)

Notes:

- Internships (paid/unpaid) are not considered professional experience.
- Obligatory military service is not considered professional experience.
- Experience gained prior to completion of undergraduate studies 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.

7 INSTITUTIONAL ARRANGEMENT

UNDP will provide all relevant background documents. UNDP is not required to provide any physical facility for the work of the Individual Contractor.

UNDP will cover pre-approved travel and accommodation costs of the Contractor(s) when traveling outside of the duty-station and upon submission of relevant documentation. Meetings with the Ministry and local partners/stakeholders will be facilitated through UNDP. UNDP is not required to provide any physical facility for the preparatory and reporting works of the Individual Contractor (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, such facilities may be provided at the disposal of the IC.

ISG-PPI Projects Manager will directly supervise the Individual Contractor. Individual Contractor will be directly responsible to, reporting to, seeking approval/acceptance of output from ISG-PPI Projects Manager.

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

8 DUTY STATION

Place of work for the assignment (duty station) is Şanlıurfa. Travel, accommodation and living costs in duty station will be covered by the IC. Travel to join duty station and repatriation travel costs (*travels to and from duty station*) will also be covered by the IC.

In case of 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 consultant (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 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;
- Covered by the combination of both options.

The following guidance on travel compensation is provided per UNDP practice.

Cost item	Constraints	Conditions of Reimbursement
Travel (intercity transportation)	Full-fare economy class tickets	1- The cost items before and/or during the travel is subject to UNDP's Approval
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	2- The travel arrangement will be made by UNDP 3- The invoices/receipt, etc. will be submitted by the IC with the UNDP's F-10 Form
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 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. Payment terms and conditions will be specified in 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 specific service requests by the IC and approval of such deliverables by UNDP. However, if the deliverables are not produced and delivered by the Consultant to the satisfaction of UNDP as approved by the responsible UNDP Portfolio Manager, no payment will be made even if the IC has invested working/days to produce and deliver such deliverables. UNDP will cover pre-approved travel and accommodation costs of the Individual Contractor when traveling outside of the duty-station and upon submission of relevant documentation.

The amount paid to the expert 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 on the basis of actual number of days invested in that respective deliverable and the pertaining Certification of Payment document signed by the IC and approved by the responsible UNDP Portfolio Manager. The total amount of payment to be affected to the IC within the scope of this contract **cannot exceed equivalent of 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.