



## ANNEX II

### Terms of Reference

#### for

#### Frame-work consultancy services for technical support on procurement and contract management

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## 1 BACKGROUND

As of April 2021, Turkey hosts over 3,671<sup>1</sup> million Syrians under Temporary Protection. Turkey currently hosts the largest refugee population in the world and continues to demonstrate strong national ownership of the response. The Government of Turkey provides a rights-based legal framework through the Temporary Protection regulation, which offers access to education, health care, employment, and social security to Syrians.

Currently, out of the 3,6 million registered Syrians, more than 96% million live amongst Turkish host communities. 45% of the Syrians are concentrated in 4 provinces in the South East. Within these provinces, there are four municipalities in Turkey, across or close to the Syrian border, each hosting more than 100,000 Syrians. In these cities, the ratio of the Syrian population to that of host communities is higher than 15%, including Kilis, Hatay, Gaziantep and Şanlıurfa . In addition to that, cities like Istanbul, Konya, Bursa and Izmir are increasingly hosting large numbers of Syrians as well. The large concentration of Syrians in certain areas has increased competition over access to services as well as for instance jobs and livelihoods opportunities, which has affected social cohesion. There are different projects funded by various donors such as KfW Development Bank, Government of Japan and The Government of the Republic of Korea currently implemented in Social Cohesion pillar of Syria Crisis Resilience and Response Programme (SCRRP).

UNDP will mobilize an Individual Contractor to provide consultancy services on preparation of solicitation documents and contract management within the scope of the projects under SCRRP.

## 2 OBJECTIVE AND SCOPE

The overall objective of the assignment is to provide high quality consultancy services on various outcomes of the procurement processes in order to facilitate more efficient and effective implementation of the project. To achieve the overall objective, the purposes of this individual contract are as follows;

- To support project team in all aspects of procurement of supply and works including conducting market research, elaboration of technical specifications, terms of references,

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<sup>1</sup> <https://en.goc.gov.tr/temporary-protection27>

evaluation of proposals and supervision of works contracts in a timely manner according to the project plans, procurement plans and UNDP's program procedures.

- To support project team for timely completion of procurement processes and contract management of supply and civil works by ensuring compliancy of services and goods with the applicable contract terms and conditions.

In close collaboration with Projects Coordinator, project's core team at UNDP; Individual Contractor will undertake following major tasks:

- Provide inputs for procurement plans of supply and civil works of the projects,
- Assists in periodic revision of the related procurement plans, procurement data entry to Prompt and Case Management System in cooperation with the Project Teams,
- Conduct market analysis, prepare cost estimates for various types of goods/services related to supply and civil works of the projects,
- Elaborate technical specifications/ToRs for various types of goods/services related to supply and civil works of the projects,
- Review, revise and finalize technical specifications/ToRs if prepared by technical experts,
- Be responsible from supervision of the works contracts
- Provide input and support for preparation of solicitation documents (i.e. RFPs, ITBs and RFQs) in line with UNDP procurement rules and regulations.
- Provide general office and administrative support to ensure timely completion of procurement processes and contracts,
- Provide evaluation of bid and offers, compiles, and prepares documentation (bid opening report, evaluation, and selection reports).
- Support project teams in record/archive procurement related documents, reports and contract,

### **3 DUTIES AND RESPONSIBILITIES OF THE INDIVIDUAL CONTRACTOR**

In close collaboration with Projects Coordinator, project's core team at UNDP; Individual Contractor will undertake following major duties:

- Provide inputs for procurement plans of the supply and civil works of the projects,
- Assists in periodic revision of the related procurement plans, procurement data entry to Prompt and Case Management System in cooperation with the Project Teams.
- Conduct market analysis, prepare cost estimates for various types of goods/services/works

- Elaborate technical specifications/ToRs for various types of goods/services related to civil works of the projects,
- Review, revise and finalize technical specifications/ToRs if prepared by other technical experts,
- Provide input and support for preparation of solicitation documents (i.e. RFPs, ITBs and RFQs) in line with UNDP procurement rules and regulations.
- Be responsible from supervision of the works contracts
- Provide general office and administrative support to ensure timely completion of procurement processes and contracts,
- Evaluate bid and offers, compiles, and prepares documentation (bid opening report, evaluation, and selection reports).
- Support project teams in record/archive procurement related documents, reports and contract,

Individual Contractor shall ensure continuous collaboration and communication with all stakeholders in terms of procurement aspects while execution of the Contract. If required by the UNDP, the IC may provide additional consultancy services on topics related to her/his competencies and expertise for other projects under SCRRP.

The above listed duties are subject to development and change with consent of Project Manager at UNDP. These possible developments and changes will be reflected in the specific terms of references and service request to be sent to the individual contractor. Throughout the contract duration, the Individual Contractor will conduct activities in accordance with specific service requests by UNDP.

#### **4 EXPECTED OUTPUTS AND DELIVERABLES**

The Individual Contractor is expected to invest (at maximum) 100 working days throughout contract duration.

The deliverables of the Contract will be identified during the execution of the contract. Deliverables will be identified in specific service requests by Project Manager due to results of analysis and reviews to be conducted by Individual Contractor. Individual Contractor shall submit activity/progress reports with time sheet in line with requirements and schedule identified by each specific service request.

The deliverables of the individual contractor shall be subject to approval of the UNDP Project Manager in consultation with the implementing partner within the deadlines to be set in the specific service requests.

#### **5 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 Individual Contractor when traveling outside of the duty-station and upon submission of relevant documentation. Meetings with the 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. 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. UNDP will facilitate meetings between the IC and other stakeholders, when needed.

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

All reports/deliverables should be prepared in English Language.

## **6 REQUIRED QUALIFICATIONS**

The required qualifications and/or experience are presented below:

### ***General Qualifications***

- University degree in civil engineering
- Advance degrees in relevant field is an asset.
- Fluent in Turkish and English (both written and spoken)
- Advanced computer skills in using applications, such as word processors, spreadsheets, etc.

### ***General Professional Experience***

- A minimum of 7 years of general professional experience,
- Professional experience in or with international organizations is an asset.
- Having experience in procurement processes of civil works conducted by UNDP is an asset.

### ***Specific Experience***

- Minimum 5 years of experience in procurement and/or contract management of supply and civil works,
- Demonstrated knowledge on procurement procedures of supply and civil works conducted in international organizations (e.g. UN, EU, Worldbank, NGOs, CSOs) is required,
- Demonstrated experience in elaboration of technical specifications/ToRs, evaluation of technical proposals and undertaking supervision role of civil works is required.

## **7 TIMING AND DURATION**

The assignment is expected to start in May 2021 and expected to be completed by 31 December 2021. The Individual Contractor is estimated to invest (at maximum) 100 working days to fulfill the required tasks as per specific service requests to be made by UNDP throughout contract validity.

## **8 DUTY STATION**

Duty station for the assignment is Ankara.

Travels with respect to UNDP's various project needs and the duties and responsibilities of the consultant stated in Items 4&5 may occur. Travel, accommodation and living expenses (inter-city, intra-city travels, living costs such as breakfast, lunch, dinner, etc.) in duty station will be borne by the Individual Contractor. Travel to join duty stations and repatriation travel costs (travels to and from duty stations) will be covered by the Individual Contractor.

In case of unforeseen travel, UNDP will cover pre-approved mission travel and accommodation costs of the Individual Contractor when traveling outside of the duty-station and upon submission of relevant documentation.

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. Approval of UNDP before the initiation of travel  2. Submission of the invoices/receipt, etc. by the expert with the UNDP's F-10 Form  3. Approval of UNDP
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 PAYMENTS

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 Individual Contractor. Payments will be made against submission of the deliverable(s) in the specific service requests by the Individual Contractor and approval of such deliverables by UNDP. 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 Contract is based on a daily fee. For each specific service request, UNDP makes payments based on the total actual number of days worked for the respective specific service request. Individual Contractor Time Sheet containing number of days worked and tasks completed, must be submitted by the Individual Contractor, duly approved by Project Manager, which shall serve as the basis for the payment of fees.

The contract to be signed between UNDP and the Individual Contractor 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 through specific service requests.

The amount paid to the expert shall be gross and inclusive of all associated costs such as social security, pension and income tax etc.

Tax Obligations: The Individual Contractor 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 Individual Contractor.